

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	PHR 003
Procedure Title:	Department Chair Hiring and Renewal

1. PURPOSE

- 1.1 This procedure defines the process for the hiring and renewal of Department Chairs at Northwest Vista College.

2. DEFINITIONS

2.1 “Department Chairpersons”

Department Chairpersons are faculty whose primary responsibility is to serve as an administrative department head and ensure the attainment of educational and operational objectives of the college. Department Chairs serve in an essential leadership capacity in the chain-of-command between faculty and administration. Department Chairpersons must meet all criteria and qualifications required of faculty and also demonstrate the ability and willingness to serve in a leadership capacity. After a cooperative process to gather input from faculty members and college administration, Department Chair appointments shall be made by the college president.”

3. DEPARTMENT CHAIR HIRING PROCESS

3.1 Search Team Guidelines and Responsibilities

- A. The Search Team will be selected by the hiring department faculty, outgoing Department Chair, and the Dean for Academic Success and will be approved by the Vice President for Academic Success (VPAS).
- B. The Search Team will be made up of five or more members:
- i. a minimum of three department faculty members.
 - ii. One non-voting Dean for Academic Success
- Other members may include:
- iii. One non-voting hiring team chair from outside the hiring department
 - iv. One full-time faculty member from outside the hiring department
 - v. One full-time staff member (from within or outside the hiring department)
- C. The Search Team recommends a candidate to the hiring Dean for Academic Success, VPAS and President of Northwest Vista College.
- D. The Search Team members adhere to the following guidelines:
- i. Attend Human Resources training
 - ii. Refrain from writing letters of recommendation for candidates
 - iii. Abide by all Northwest Vista College procedures and Alamo Community College District policies and procedures, including those related to nepotism or cronyism.
 - iv. Maintain confidentiality throughout the hiring process

NORTHWEST VISTA COLLEGE
PROCEDURE

3.2 Search Team Chair Responsibilities

- A. The Search Team Chair is excluded from voting and making recommendation decisions; however, the chair may review candidate applications, recommend interview questions, and participate in search team discussions.
- B. The Search Team Chair coordinates team meetings and candidate interviews.
- C. The Search Team Chair schedules candidate interviews with the search team and the recommended candidate(s) interview with the VPAS and President of Northwest Vista College.
- D. The Search Team Chair serves as the point of contact for candidates, ensures appropriate documentation is collected, collaborates with the Administrative Services Specialist to submit the hiring packet to Dean for Academic Success office, and ensures any other administrative needs are completed.

3.3 Selection of Department Chair Candidates

- A. The hiring Dean for Academic Success submits a request to hire a Department Chair (Faculty) position that includes clear criteria and a deadline for hiring.
- B. The Search Team reviews the criteria for selecting candidates to be interviewed and adds any criteria specific to the review.
- C. Search Team members review application packets, eliminate unqualified applicants using minimum requirements, rate candidates on established criteria, identify top candidates, and develop a list of interview questions.
- D. Search Team members meet to compare individual top selections and to decide as a group on which candidate(s) to recommend for interview and preferred days/times for the interviews and the faculty forum(s).
- E. The Search Team Chair contacts candidate(s) with the following information (with a follow-up by e-mail to confirm): 1) The date, time, and place of the interviews with the Search Team and the faculty forum with the faculty members in the hiring department.
2) Inquiry regarding any materials or audio-visual tech support required by candidate(s) for the faculty forum.
- F. The Search Team interviews the candidate(s) and attends the faculty forum. The faculty forum will include the opportunity for all full-time and part-time faculty members from the hiring department to ask the candidate(s) questions and to provide feedback to the Search Team Chair.
- G. The Search Team will meet to discuss its final recommendation based on interviews with the candidate(s) and the feedback from the faculty forum and will select final candidate(s) to recommend to the hiring Dean for Academic Success.

NORTHWEST VISTA COLLEGE
PROCEDURE

- H. The Search Team Chair, Dean for Academic Success, VPAS, and College President will meet with the finalist(s) and the College President will make a recommendation for hire. These meetings may happen simultaneously or separately.
 - I. The Search Team Chair completes hiring process documentation requirements and submits all required paperwork to the hiring Dean for Academic Success, whose office will prepare and submit the required paperwork for hire.
 - J. The Search Team Chair contacts any finalist(s) not selected.
 - K. If the above process is not successful in making an internal selection, the position will be opened to external applicants to recruit for a Department Chair (Administrator). Interview process will comply with all Northwest Vista College and Alamo Community College District policies, procedures, and protocols, such as consistency of interview modality and reimbursement for travel.
- 3.4 Department Chair Search Criteria
- A. Minimum Requirements:
 - i. Transfer Disciplines
 - ii. Master's Degree with 18 graduate hours in teaching discipline
 - B. Criteria to be used for all searches:
 - i. Demonstrated expertise in discipline/program and in teaching and learning (Use of active learning techniques, group processes/collaborative learning, teaching skills across the curriculum such as writing and critical thinking, using multiple modes of assessment, innovative learning strategies, and teaching for understanding)
 - ii. Evidence of effort to keep current in field
 - iii. Demonstrated ability to relate to a diverse community (age, ethnicity, sex, physical condition, etc.) Examples of things to look for: volunteer work, type of work experience, educational philosophy. Will the candidate enhance the cultural diversity of this institution and provide a good role model for students?
 - iv. Demonstrated ability to contribute to the college beyond teaching (resource development, teaching on another discipline, leadership)
 - v. Evidence of student-centered philosophy
 - vi. Demonstrated ability to manage/develop a team project
 - vii. Understanding of NVC values and willing to engage
 - viii. Other criteria specific to the position. For example, candidates for Workforce Department Chairs should be familiar with the operations of workforce development and workforce programs.
 - ix. Preferred criterion: Current faculty member in good standing in department/discipline.
 - x. Preferred criterion: Familiarity with technology relevant to the position.

NORTHWEST VISTA COLLEGE
PROCEDURE

4. DEPARTMENT CHAIR RENEWAL PROCESS

- 4.1 As prescribed in Alamo Board Policy Procedure D.7.1.1 (Procedure) Employee Evaluations: In the second year of a three-year term, “full-time faculty members shall perform evaluations of department chairs during the second year of every three-year term of service.”
- A. Conduct a confidential survey of full-time faculty members within the Chair’s department to be used in renewal considerations that includes following questions:
- i. Describe one or more examples of what your Department Chair has done well to support you in your job.
 - ii. Describe one or more examples, if applicable, of what your Department Chair does or has done that hinders your ability to do your job well.
 - iii. Describe one or more examples of what your Department Chair could change to better support your work, in particular, and your department, in general.
 - iv. Are you confident in your current Department Chair’s service and abilities in the role of Chair? (yes/no)
 - v. Would you support your current Department Chair serving for another three-year term as Department Chair?
 - vi. Please provide any additional feedback that you believe would be relevant to the evaluation and potential renewal of your current Department Chair.
- B. Answers to questions iv and v above must be shared with all faculty members in the department before proceeding. Written responses should remain confidential.
- 4.2 In addition to the above survey of full-time faculty members, a separate survey using all of the above questions will be sent to staff and adjunct faculty members within the Chair’s department.
- 4.3 At the beginning of the third year of a three-year term:
- A. The relevant Dean for Academic Success will ask whether the current Department Chair is interested in continuing for another term.
- i. If not, the Chair Hiring Process begins upon resignation of the current Department Chair.
 - ii. If yes, the Chair Renewal Process begins as described below.
- B. (Effective for those entering their sixth year in Fall 2022 or later) If the renewal is beyond six years: The relevant Dean for Academic Success shall ask full-time faculty members within the department if they want to apply to serve as Department Chair in the next three-year cycle.
- i. If there are full-time faculty members in the department who want to apply to serve as Department Chair, they may apply for the Department Chair position through the Chair Hiring Process.
- C. If there are no other full-time faculty members in the department who want to apply to serve as Department Chair, then the renewal process will continue as described below.

NORTHWEST VISTA COLLEGE
PROCEDURE

- 4.4 The Dean for Academic Success will meet with the full-time and adjunct faculty members as well as the and department staff (without the Department Chair present) to discuss renewal of the current Department Chair and will solicit feedback.
- 4.5 The Dean for Academic Success will facilitate a vote amongst all faculty members (full-time and adjunct). The voting period should be five business days using an anonymous electronic voting method. The Dean for Academic Success will review results disaggregated by full-time and adjunct status.
- A. If the vote results show majority affirmative support with congruent qualitative feedback along with positive Dean for Academic Success evaluations, then the recommendation will be made to the VPAS and President of Northwest Vista College that the current Department Chair be renewed for a term of three years. The final approval for renewal will be made by the President of Northwest Vista College.
- B. If there is not sufficient support, the Dean for Academic Success will consult with the VPAS and NVC President and, if necessary, return to faculty members in the department for names of those interested in serving. The Dean for Academic Success will run the hiring procedure with the candidate(s) who are interested. If no faculty members apply or are found acceptable, then the position may be opened to external applicants at the discretion of the President of Northwest Vista College, based on the recommendation from the VPAS.

Contact for Interpretation: Vice President for Academic Success

Relevant Board Policy:	D.2.2 – Hiring Practices D.2.5 – Hiring Authority, Status, Assignments, and Duties D.2.3 – Qualifications for Hire
Relevant SACSCOC Documents:	5.4 - Qualified Administrative/Academic Officers 5.5 – Personnel Appointment and Evaluation
Originating Unit:	
Maintenance Unit:	
Implementation Date:	
Revision Date:	