

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	PHR 002
Procedure Title:	Full-time Faculty Hiring Procedure

1. Purpose

- 1.1 This procedure defines the process for hiring full-time faculty members at Northwest Vista College (NVC) including the formation, guidelines, and responsibilities of the Search Committee and the Search Committee Chair. The Search Committee considers the needs of students, the discipline, and the college throughout application review, candidate interviews, and hiring recommendation(s).
- 1.2 The process for hiring transfer full-time faculty members differs slightly from the hiring process for Career and Technical Education full-time faculty members, and any differences are noted as needed in the procedure

2. Definitions

Faculty Credentials

Faculty credentials and qualifications are defined in procedure AS 005: NVC Faculty Credentials Review Procedure. This procedure document includes the Faculty Credentials Table, which lists all requirements for courses offered at NVC. NVC procedures are published in the Procedures Manual on the NVC website.

3. Full-time Faculty Hiring Process

3.1 Selection and Responsibilities of Search Committee members

- 3.1.1 The Search Committee is selected by the Department Chair of the academic area hiring the full-time faculty member and Dean for Academic Success (Dean).
 - 3.1.1.1 The Department Chair will communicate with all full-time faculty members in the department requesting volunteers to serve on this committee.
- 3.1.2 The Search Committee will be comprised of
 - a. 1 non-voting Search Committee Chair, preferably from outside the hiring discipline or department

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- b. 3 or more full-time faculty members from within the hiring discipline or academic area, one of which should be the discipline or program coordinator, if possible.
 - c. 1 full-time faculty member outside the hiring discipline
 - d. 1 full-time staff member. For CTE: preferably a staff member involved in the development of the CTE program and curriculum
- 3.1.3 The Search Committee makes candidate recommendations to the Department Chair, Dean for Academic Success, Vice-President for Academic Success (VPAS), and NVC President.
- 3.1.4 Responsibilities and guidelines for members of the Search Committee:
- a. Search Committee members will attend Human Resources training on policies or any other required training (See Playlist in AlamoTalent)
 - b. Search Committee members may not write letters of recommendation for candidates
 - c. Search Committee members will maintain confidentiality regarding the search process.

3.2 Search Committee Chair Guidelines and Responsibilities

- 3.2.1 The Chair is excluded from voting and making recommendation decisions, however, the Chair may review candidate applications and recommend interview questions.
- 3.2.2 The Chair will schedule and facilitate Search Committee meetings.
- 3.2.3 The Chair schedules all interviews and will attend all interviews.
- 3.2.4 The Chair serves as point of contact for candidates.
- 3.2.5 The Chair checks references and ensures appropriate documentation is collected.
- 3.2.6 The Chair collaborates with the Administrative Services Specialist to submit hiring packet to the Dean for Academic Success office and ensures any other administrative needs are completed.

3.3 Selection of Full-time Faculty Candidates

3.3.1 Process

- STEP 1 The Search Committee reviews criteria for selecting candidates to be interviewed and adds any criteria specific to the position.
- STEP 2 The Search Committee eliminates unqualified applicants using minimum requirements.
- STEP 3 Each Search Committee member reviews application packets, rates candidates on established criteria pertinent to the job description and department needs, and identifies top candidates. A scoring rubric may be developed to aid the identification and ranking of candidates.
- STEP 4 Search Committee members meet to compare individual top selections and to decide as a group on which candidates to interview.
- STEP 5 The Search Committee develops a list of interview questions and any

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requirements for the teaching demonstration. A scoring matrix may be used to score candidates during interviews.

- STEP 6 (Optional) If the pool is large and /or many of the candidates are not local, the first round of interviews may be conducted remotely to help narrow the candidate pool to the number interviewed in person. After remote interviews, if any, the Search Committee will choose which candidates to invite for an in-person interview. If remote interviews are conducted, follow these guidelines to ensure consistency:
- a. Ask each candidate the same list of interview questions.
 - b. Interview all candidates in the same modality.
 - c. Allot the same amount of time to each interview.

The Search Committee chair will contact candidates interviewed remotely but not selected for an in-person interview.

- STEP 7 The Search Committee Chair contacts each candidate to be interviewed and provides the following information:
- a. The date, time, and place of interviews with the Search Committee, Department Chair and Dean for Academic Success, and with the NVC President and VPAS.
 - b. An explanation of any requirements set by the team for the teaching demonstration
 - c. Communication regarding available materials and audio-visual resources for the teaching demonstration.

STEP 8 The Search Committee conducts the interviews, including the teaching demonstrations.

STEP 9 The Search Committee recommends a finalist or finalists to the Department Chair. The Department Chair and Dean for Academic Success interview all candidates recommended by the Search Committee. The Department Chair and Dean for Academic Success send their feedback to the NVC President, VPAS, and Search Committee.

STEP 10 The NVC President and VPAS interview the finalist(s), make a final selection, verify transcript & calculate salary level, and send recommendation for hire to Human Resources.

Travel reimbursement guidelines for final interviews:

- a. For out-of-town candidates, travel will initially be out-of-pocket, but candidates will be reimbursed in accordance with ACCD and NVC guidelines.
- b. Travel reimbursement applies only to final interviews.
- c. Travel reimbursement funds come from the respective department budget.

STEP 11 Human Resources will contact finalists not selected.

STEP 12 The Department Chair and Academic Support Specialist prepare ACCD BOT materials and submit to the Dean for Academic Success office.

STEP 13 The Search Committee Chair completes documentation requirements for Human Resources and submits all required paperwork to the VPAS.

STEP 14 The Department Chair office forwards completed paperwork to Human Resources.

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4. Full-time Faculty Search Criteria

- 4.1. Full-time Faculty Minimum Requirements as specified in the Faculty Credentials Table in AS 005: NVC Faculty Credentials Review Procedure. All NVC procedures may be found in the Procedures Manual on the NVC website.

- 4.2 General qualifications to be used for all searches as per the faculty job description:
 - 4.2.1 Demonstrated expertise in discipline/program and in teaching and learning; Such expertise may include: the 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
 - 4.2.2 Evidence of student-centered teaching philosophy
 - 4.2.3 Evidence of currency in the field
 - 4.2.4 Demonstrated ability to relate to diverse communities (students of various ages, races, ethnicities, genders, etc.).
 - 4.2.5 Demonstrated ability to contribute to the college beyond teaching (such as developing resources, teaching in other disciplines, service and committee work, and leadership roles)
 - 4.2.6 Demonstrated ability to manage/develop a team project
 - 4.2.7 Understanding of NVC values and a willingness to engage in campus life
 - 4.2.8 Other criteria specific to the position

Contact for Interpretation: Vice President for Academic Success

Relevant Board Policy:	D.2.2.1
Relevant SACSCOC Documents:	2.8; 3.2.9
Originating Unit:	Academic Success
Maintenance Unit:	Academic Success
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