

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7110.2

FOR POLICY NUMBER: BP – 7110

HIRING PROCESS PROCEDURES – VICE PRESIDENT/EXECUTIVE DIRECTOR

1. PROCEDURE SUMMARY STATEMENT

To establish hiring process procedures for vice presidents and executive director positions.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 These hiring process procedures supersede the general hiring process procedures (AP-7110.0), where different, with regard to the hiring process for the Vice President/Executive Director.

3.1.1 A committee composed of the President and/or designee, the Associate Vice President of Human Resources and other individuals whom the President may appoint, shall conduct a search for candidates to fill the position. The committee may also include a member of the Board.

3.1.2 The committee shall review applications, conduct interviews, and make a written report of its recommendation to the President. The President shall make a written recommendation to the Board.

3.1.3 Employment of a vice president and executive director shall be considered for approval by the Board after receiving the recommendation of the President.

4. APPLICABILITY

N/A

ISSUE DATE: 07/01/2014

EFFECTIVE DATE: 07/01/2014

REVISION DATE(S): 05/18/1989 (item #5243 – Code 4020.a); 12/08/1994 (item #7053 – Code 4020.a); 03/12/1998 (item #8267 – Code 4009.c); 03/09/2006 (item #9853); 07/01/2014

PRIOR POLICY/PROCEDURE NUMBER: 4009.c

SCHEDULE FOR REVIEW: 2018

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: hiring; vice president; executive director