

## **Procedure 1.0401**

### **Employment of the President Procedure**

#### **Hiring of the President**

The Board of Trustees will invite the State Community College President to meet with the board before beginning a search.

The Board of Trustees must have a search committee and will make a decision regarding the use of a search firm to assist in finding a new president.

The Trustees will develop a current presidential profile based on the type of leader the College needs at the particular time in the life of the College.

A job announcement for the position will be developed by a search firm or a search committee. The job announcement will include:

1. The presidential profile, including qualities, characteristics and desired/minimum qualifications for the position.
2. How to apply.
3. "Review" of applications or closing date.

The search committee or the search firm will determine where the advertisements will appear in publications, websites, and social media.

The search committee and/or search firm will:

1. Assist in the search for the president using the profile statement of qualities, characteristics and desired/minimum qualifications.
2. Follow Equal Employment Opportunity guidelines and considerations as well as federal, state and local regulations.
3. Develop a series of behavioral interview questions, video topics and/or presentation topics and scoring rubrics.
4. Determine whether or not a video presentation of a select group of candidates will be required to help narrow the field.
5. Establish and follow the timetable for screening and interviewing.
6. Make periodic reports to the full Board of Trustees on the progress of the search.
7. Evaluate and rate candidates.
8. Interview candidates.
9. Determine the top three finalists.
10. Send information on the selected finalist to the NC State Board of Community Colleges. Two additional candidate names may be submitted but are not required by statute or code.
11. Establish protocol for conducting background checks.

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Committee members shall maintain strict confidentiality with regard to candidates, applicants, and nominees for the position throughout the entire hiring process and after the process is complete.

A committee member who fails to participate in the screening process or all interviews shall be removed from the committee.

A successful search to identify an exceptional community college president is contingent upon:

1. Careful planning.
2. Well organized procedures and scoring rubrics.
3. A substantial amount of time and work on the part of those on the search committee.
4. The honesty and credibility of the search.
5. Identified characteristics to meet local community and College needs.
6. Ten essential and traditional presidential qualities that every board should consider in the hiring process.
  - a. Committed to student access and success
  - b. Takes strategic risks
  - c. Builds strong teams
  - d. Establishes urgency for improvement
  - e. Plans lasting internal change
  - f. Results-oriented
  - g. Communicates effectively
  - h. Financial and operational ability
  - i. Entrepreneurial fundraiser
  - j. Develops effective external partnerships

### **Non-Renewal or Termination of the President**

1. The Executive Committee of the Board of Trustees may meet first to engage in deliberations prior to making a recommendation to the full board.
2. All proceedings to non-renew or terminate the president should occur in closed sessions.
3. The full board should debate the costs and benefits of the possible choices of non-renewal, termination, continuation, or resignation of the current president.
4. Proceedings should be confidential and carefully documented.
5. The trustees have a responsibility to be informed, objective, and ethical. Trustees should adhere to institutional and legal processes. The attorney to the board and/or the director of human resources should be consulted to follow employment law and college employment guidelines.

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6. Trustees should make every possible effort to give the departing president dignity as the relationship comes to an end.
7. In order to protect the College from potential lawsuits, trustees shall maintain strict confidentiality throughout the entire process and after the relationship has ended.
8. Boards confronted with a presidential transition (voluntary or involuntary) should collaborate if possible with the departing president on a press release and a communications strategy.
9. Boards should seek expert public relations advice if they intend to make a presidential change that is unexpected or potentially controversial.
10. The board chair should designate one person from the institution as spokesperson, whether that be the board chair, another trustee, or a member of the administration.

### References

**Legal References:** *NCACCT: Building Student Success; Hiring Exceptional Community College Presidents – The Aspen Institute College Excellence Program, 2014 – Lessons from VA, Insidehighered.com, 2016; 1C SBCCC 200.94*  
Tools for hiring leaders who advance student access and success

**SACSCOC References:** 2.3; 3.2.1; 3.2.5; 3.2.9; 3.2.10

**Cross References:** [Hiring or Termination of the President Policy](#)

### History

**Senior Staff Review/Approval Dates:** 05/18/2016

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*