

**NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-7110.1**

**FOR POLICY NUMBER: BP – 7110**

**HIRING PROCESS PROCEDURES - PRESIDENT**

**1. PROCEDURE SUMMARY STATEMENT**

To establish hiring process procedures for the president's position.

**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 President.

3.1.1 A committee of not less than three (3) Board members shall be appointed by the Chairperson of the Board to consider candidates for the presidential vacancy.

3.1.2 At the discretion of the Board, an advisory committee composed of the Vice Presidents and the Associate Vice President of Human Resources may assist the Board Committee in arriving at a list of candidates to be interviewed by the full Board. The advisory committee may be expanded to include a representative of each employee group and the Student Government Association (SGA) at the discretion of the Board.

3.1.3 The Board shall conduct a personal interview with the recommended candidates for President.

3.1.4 Employment of the President shall be approved by the Board.

**4. APPLICABILITY**

N/A

**ISSUE DATE:** 07/01/2014

**EFFECTIVE DATE:** 07/01/2014

**REVISION DATE(S):** 01/10/1974 (item #0443 – Code 4010.a); 05/18/1989 (item #5243 – Code 4010.a); 05/12/1994 (item #6839 – Code 4010.a); 09/12/1996 (item #7739 – Code 4010.a);

03/12/1998 (item #8267 – Code 4009.b); 06/10/1999 (item #8527); 03/09/2006 (item #9853); 07/01/2014

**PRIOR POLICY/PROCEDURE NUMBER:** 4009.b

**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; president