

NORTHWEST VISTA COLLEGE  
PROCEDURE

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

### **Purpose and Definition**

This procedure defines the process for the search committee procedures for the selection of full time faculty members. The search committee will give thoughtful consideration to the needs of the students, the discipline, and the college as they review applications, interview candidates, and make recommendations for hire. The hiring process will vary slightly when selecting faculty for Workforce positions, therefore this is included here.

### **Academic Faculty Hiring Process**

#### **1. Selection of Search Team**

1. Selected by the Faculty Chair and Dean and approved by the VPAS
2. Made up of
  - a. A non-voting team chair
  - b. 3 full-time faculty within the hiring discipline or academic area
  - c. 1 full-time faculty outside the hiring discipline or academic area
  - d. 1 full time staff member
3. Makes candidate recommendation to VPAS and College President
4. Adheres to guidelines
  - a. Attend Human Resources training on policies
  - b. Refrain from writing letters of recommendation for candidates
  - c. Abide by all Alamo Colleges policies, including Nepotism
  - d. Maintain confidentiality

#### **2. Search Team Chair Responsibilities**

1. Excluded from voting and making recommendation decisions however; may review candidate applications, recommend interview questions.
2. Schedules team meetings and location
3. Schedules interviews with team and VPAS/President
4. Point of contact for candidates
5. Checks references and ensures appropriate documentation is collected.
6. Collaborates with the Administrative Services Specialist to submit hiring packet to Dean's office and ensures any other administrative needs are completed.

#### **3. Selection of Faculty Candidates**

1. Team reviews criteria for selecting candidates to be interviewed and adds any criteria specific to the position.
2. Team eliminates unqualified applicants using minimum requirements.
3. Each team member reviews application packets, rates candidates on established

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- criteria, and identifies top candidates.
4. Team members meet to compare individual top selections and to decide as a group on which candidates to recommend for interview.
  5. The team develops a list of interview questions and any requirements for the teaching demonstration. The teaching demonstration does not need to be a lecture.
  6. (Optional) If the pool is large and /or many of the candidates are not local, the first round of interviews may be by telephone or Skype; if distance interviews are conducted, to ensure consistency:
    - a. Ask all questions of each candidate,
    - b. Interview all candidates, including local candidates
    - c. Allot the same amount of time to each interview,
    - d. Narrow the candidate pool to the number to be interviewed in person.
  7. Contact each candidate to be interviewed and provide him/her with the following information (follow up with e-mail or letter to verify)
    - a. The date, time, and place of interviews with the team and with the President/VP. Candidates will meet with President, VP, and Faculty Chair on the same day if they are from outside of San Antonio.
    - b. An explanation of any requirements set by the team for the teaching demonstration
    - c. Inquiry regarding any materials or audio-visuals required by candidate for teaching demonstration.
  8. Interview the candidates. Include the teaching demonstration. The Faculty Chair and Dean should be invited to observe the interview.
  9. The team, Faculty Chair and Dean will select final candidates to recommend.
  10. The Vice President and President will interview the finalist(s) and make a recommendation for hire to Human Resources
    - a. For out of town candidates, travel will be out of pocket. Candidates will be reimbursed up to \$200 for in-state travel and up to \$500 for out-of-state travel.
    - b. Travel reimbursement applies only to final interviews.
    - c. Travel reimbursement funds come from the Discipline's budget.
  11. Team chair contacts finalists not selected.
  12. Academic Chair and Academic Support Specialist prepare board materials and submits to the Dean's office.
  13. Team chair completes Alamo Talent requirements and submits all required paperwork to the Vice President.
  14. Vice President's office forwards completed paperwork to Human Resources.

#### **4. Academic Faculty Search Criteria**

##### Minimum Requirements

Transfer Disciplines

Master's Degree  
18 graduate hours in teaching discipline

Developmental

Bachelor's Degree in discipline related to

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teaching assignment  
Teaching experience in discipline related to assignment  
OR Graduate training in remedial education

Criteria to be used for all searches:

1. 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}
2. evidence of effort to keep current in field
3. 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?
4. demonstrated ability to contribute to the college beyond teaching (resource development, teaching on another discipline, leadership)
5. evidence of student-centered philosophy
6. demonstrated ability to manage/develop a team project
7. understanding of NYC values and willing to engage
8. other criteria specific to the position

## **Workforce Faculty Hiring Process**

### **1. Selection of Search Team**

1. Selected by the Academic Chair, Dean and approved by the VPAS
2. Made up of
  - a. A non-voting team chair
  - b. 3 full-time faculty within Workforce
  - c. 1 full-time faculty outside the hiring discipline or academic area
  - d. 1 full time staff member involved in the Programs Development process
3. Makes candidate recommendation to VPAS and College President
4. Adheres to guidelines
  - a. Attend Human Resources training on policies
  - b. Refrain from writing letters of recommendation for candidates
  - c. Abide by all Alamo Colleges policies, including Nepotism
  - d. Maintain confidentiality

### **2. Search Team Chair Responsibilities**

1. Excluded from voting and making recommendation decisions; however, may review candidate applications and recommend interview questions. Schedules team meetings and location
2. Schedule interviews with team and VPAS/President
3. Point of contact for candidates
4. Check references and ensure appropriate documentation is collected.
5. Collaborate with the Academic Support Specialist to arrange travel, submit hiring packet to Dean's office, and any other administrative needs.

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**Selection of Faculty Candidates**

1. Team reviews criteria for selecting candidates to be interviewed and adds any criteria specific to the position.
2. Team eliminates unqualified applicants using minimum requirements.
3. Each team member reviews application packets, rates candidates on established criteria, and identifies top candidates.
4. Team members meet to compare individual top selections and to decide as a group on which candidates to recommend for interview.
5. The team develops a list of interview questions and any requirements for the teaching demonstration. The teaching demonstration docs not need to be a lecture.
6. (Optional) If the pool is large and /or many of the candidates are not local, the first round of interviews may be by telephone; if telephone interviews are conducted, to insure consistency:
  - a. Ask all questions of each candidate,
  - b. Interview all candidates by telephone, including local candidates
  - c. Allot the same amount of time to each interview,
  - d. Narrow the candidate pool to the number to be interviewed in person.
7. Contact each candidate to be interviewed and provide him/her with the following information (follow up with e-mail or letter to verify)
  - The date, time, and place of interviews with the team and with the President/VP. Candidates will meet with President and VP on the same day if they are from outside of San Antonio.
  - An explanation of any requirements set by the team for the teaching demonstration
  - Inquiry regarding any materials or audio-visualls required by candidate for teaching demonstration.
8. Interview the candidates. Include the teaching demonstration. The Academic Chair and Dean should be invited to observe the interview.
9. The team Academic Chair and Dean will select final candidates to recommend.
10. The Vice President and President will interview the finalist(s) and make a recommendation to hire to Human Resources
  - For out of town candidates, travel will be out of pocket. Candidates will be reimbursed up to \$200 for in-state travel and up to \$500 for out-of-state travel.
  - Travel reimbursement applies only to final interviews.
  - Funds will be
11. Team chair contacts finalists not selected.
12. Academic Chair and Academic Support Specialist prepare board materials and submits to the Dean's office.
13. Team chair completes Alamo Talent requirements and submits all required paperwork to the Vice President.
14. Vice President's office forwards completed paperwork to Human Resources.

Contact for Interpretation:

Vice President of Academic Success

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Relevant Board Policy: D.2.2.1  
Relevant SACSCOC Principle: 2.8; 3.2.9

Last Updated: May 16, 2016

Approved: \_\_\_\_\_  
Vice President of Academic Success