

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7110.2

FOR POLICY NUMBER: BP – 7110

HIRING PROCESS – VICE PRESIDENT / ASSOCIATE VICE PRESIDENT

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for hiring Vice President and Associate Vice President positions.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 These hiring process protocols supersede the General Hiring Process Procedures (AP-7110.0), where different, with regard to the hiring process for Vice President and Associate Vice President positions.

3.1.1 A search committee composed of the President 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.

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

4. APPLICABILITY

N/A

ISSUE DATE: 04/07/2021

EFFECTIVE DATE: 04/07/2021

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; 04/07/2021

PRIOR POLICY/PROCEDURE NUMBER: 4009.c

SCHEDULE FOR REVIEW: 2026

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: hiring process; vice president; associate vice president