

Northern Marianas College
Board of Regents Policy

SUBJECT:	Board Operations	EFFECTIVE:	October 14, 2013
SECTION:	1013	POLICY NAME:	President Recruitment and Hiring
ACCJC Standard/Policy:	IV.B.1, IV.b.1.j		

Notification of Vacancy/Recruitment Strategy

Upon formal notification of the presidential vacancy, the Board will consider, as part of its public deliberations, the approach it wishes to use for the selection of a successor president. The Board, by formal action, will determine whether it wishes to contract for an external recruitment firm, to utilize the college's Human Resources Office (HR), or a combination of consultant and internal HR support services. The Chair of the Board of Regents shall create a Board committee to oversee the search process to fill the President position in the event of a vacancy. The Committee will consist of at least three regents.

External Searches

In the event that an external search firm is contracted by the Board of Regents, the procedures, timelines, and activities supporting the search will be determined by the Board, in consultation with their consultant firm. The Board is committed to broad community and college participation in its search, as well as providing equal employment opportunity to qualified candidates, the Board will establish a college based interview committee.

College Conducted Searches

Should the Board determine it wishes to conduct a college-supported search, the procedures, timelines, and activities supporting the search will be determined by the Board, working closely with the Search Committee.

Search Committee Composition

The Board of Regents will establish a Search Committee which will consist of both internal and external members of the college community.

- **Committee Appointments**

Membership recommendations will be reviews and appointments made by the Board of Regents to ensure the diversity of representation within the selection committee. The Chairman of the Board of Regents will appoint the Chair from among the membership.

- **Screening/Selection**

Timelines for the Organizational Meeting, Application Screening, Application Tally, Oral interviews and Oral Interview Tally will be approved by the Chairman of the BOR.

Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Chairman of the BOR for approval.

- **Announcement/Advertising**

Preparation of the vacancy announcement including a description of duties and responsibilities, qualifications and application procedures is the responsibility of the Board of Regents, in cooperation with the HR office. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets and placement, and web posting is the responsibility of the BOR. If the college selects a recruitment firm to assist in any aspects of the selection process, these responsibilities may be allocated to the firm.

Vacancy announcements, at a minimum, will be posted across the Pacific Region and in the Chronicle of Higher Education or comparable publication.

- **Organizational Meeting**

The search committee will be provided with confidentiality policies by the HR Office and notified that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates identities are not revealed. In order to ensure consistency in the process, at least 2/3 of the search committee member must be available for the application screening, interviewing, and all committee meetings.

The search committees, under the direction of the chair and with support from the HR Office, create an oral interview questions and criteria, discuss the basis of the questions in the relationship to the job announcement, and determine the relative weighting. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

- **Screening**

Each committee member will screen the application materials independently and submit their results to the HR Office, who in turn will submit these to the chair of the search committee.

- **Application Tally**

All committee members should be present at the application tally meeting. Any exceptions must be approved by the committee chair. The chair will tally results and present them to the interview. The determination will be based on the scores. In an event an applicant declines as interview, the committee will determine if additional applicants will be considered for an interview.

- **Oral Interview/Tally**

Prior to the oral interview, the committee will review each question. At the oral interview, follow-up questions may be asked and should be based on information presented by the applicant. All follow-up questions must be for the purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the original questions.

At the conclusion of the oral interviews, each committee member will share a brief summary of each applicant's strengths and limitations. Following the comments, the chair of the committee will tally the results in a method provided by the NMC Human Resource Office. All results will be presented to the committee without disclosing the identities of the applicants. The committee will determine which applicants to forward to the Board for consideration. This will be an unranked list of candidates, with a minimum of three and no more than five candidates. The list will remain confidential

The HR Office will contact the candidates to ascertain their willingness to be considered as a finalist. The candidates willing to move forward in the process will be notified that their names will now be made public and that the HR Office will be conducting background/reference checks.

- **Board Interview**

The Board of Regents will conduct final interviews in closed session from the unranked list of presidential candidates. The Board may request the committee to forward additional applicants or reannounce/repost the position. Upon completion of the interviews, a successful candidate may be selected or a determination made the search process needs to be extended or postponed to a later date. The Chair, through the Board in consultation with Legal Counsel, will make all necessary contractual agreements. Release of information to the campus and press regarding the outcome of the search will be undertaken by the Board Chairman through a Board Resolution.

HISTORY:	Replaces Board Policy No. 203
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