

SAN ANTONIO COLLEGE COLLEGE PROCEDURES

President's Executive Procedure I

Procedure Title: Department Chair Hiring Procedure

Relevant Board Policy: D.2.3.2 – Faculty and Department Chair Positions

Originating Unit: Office of the President

Maintenance Unit: Office of the President

- I. Purpose: To provide a process for the hiring of department chairs within District guidelines.
- II. Procedure statement: Department chairs at San Antonio College will be hired and replaced according to the following:
 - A. Beginning the second year of a Department Chair's tenure, annual Chair performance surveys will be sent to the faculty by the College President by September 15th. Responses will be sent confidentially to the College President and may be shared with the College Executive Team as appropriate. The appropriate Dean will share the survey results with the Chair by October 15th.
 - B. In the fall of the third year of their normal three-year term Chairs may be reappointed for another term in the same department at the discretion of the College President. Should the President choose not to re-appoint, department faculty will be notified by October 15th.
 - C. The preferred timeline for new Chair selection is for the process to conclude by the end of the fall term to allow for the outgoing Chair to work with the incoming Chair to ensure a smooth transition for the subsequent fall term.
 - D. At any time during the Chair term cycle a determination may be made by the College President that selection of a new Chair is warranted. Faculty members may at any time, individually or in concert, approach the administration with concerns about Chair leadership.
 - E. A faculty member who wishes to be considered for Chair may inform the President of this intention at any point in the term cycle.
 - F. When a determination is made by the College President to replace an incumbent Chair, the President will post the Chair position in *Peoplelink*. Candidate applications and supporting materials will be forwarded to the committee by the College President. Supporting materials will include a resume, letter of interest, and academic transcript for external candidates. The Chair candidate must be qualified to teach in at least one of the disciplines in the department.

- G. The Department will form a committee to screen the candidates. The committee will be comprised of 5 or 7 members. For multi-discipline departments, each discipline should have at least one representative on the committee. Applicants are ineligible to serve on the committee. Current departmental adjunct faculty and full-time faculty from other departments may serve as needed.
- H. The committee will submit the names of at least two preferred candidates to the appropriate Dean, Vice- President, and College President simultaneously. Each administrator will independently review the candidates prior to a group meeting with the President.
- I. The President, after consultation with the College Executive Team and others as appropriate, will either appoint one of the submitted candidates or will re-advertise the position, and make him/herself available to the Department for questions and discussion.
- J. Written records of the hiring process will be maintained in accordance with HR policy.

Date Approved: 3/8/2012

Signed: /Robert E. Zeigler,/ President

Page 2 of 2