Western Dakota Technical College Policy Number: 9060

PRESIDENT'S HIRING

I.   Purpose

The purpose of this policy is to establish the process by which the Western Dakota Technical College (WDTC) President will be hired by the WDTC Board of Trustees (Board). Because the selection of a President is tied to the College's outcomes and success, the Board is committed to a selection process that provides the best opportunity for identifying the best fit between the College's needs and the candidate's strengths and abilities. Therefore, the Board will include members of the campus community and College stakeholders in the search process, as well as carefully considering the College's mission, vision, and strategic plan.

II.   General Statement of Policy

A. WDTC and the Board are fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from, participation in, denial of, benefits of, or subjection of any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, sexual orientation, genetic information, gender expression, citizenship, political affiliation, mental and/or physical challenge, disability, gender identity, status as a veteran, or any other status protected under applicable federal, state, or local law in the hiring process.

B. Upon learning about the vacancy for the WDTC President, the Board will appoint a committee to organize the presidential search on behalf of the Board. The committee will include representatives from principal constituencies such as WDTC faculty, administration, staff, and Board members. If possible, the committee should also include economic development members, major WDTC graduate employers, and other stakeholders. At its discretion, the committee may recommend that the Board retain the services of a professional search firm.

C. During the presidential vacancy, the Board will determine immediate leadership needs and those of the foreseeable future. An interim president may be appointed. The Board will also identify the qualities needed in the new president, taking into account WDTC's mission, vision, and strategic plan as well as skilled workforce needs on the horizon. The position vacancy announcement and updates to the president's position description will be made based on identified qualities and needs of the Board and WDTC.

D. From the qualified applicants in the pool, the presidential search committee will identify those demonstrating the qualities most closely in alignment with the needs identified by the Board and carry out interviews with those identified. This stage of the interview process will also include an opportunity for each candidate to meet college employees, students, and alumni, who will be invited to participate in an open forum with each candidate. Audience participants will be invited to provide feedback about each candidate.

E. The WDTC presidential search committee will review campus community feedback and their interview ratings to identify finalists to recommend to the Board. The Board will interview the finalists and identify a top candidate for the position.

F. Once the top candidate is identified, the Board chair will extend an offer of employment to the top candidate. The full Board will work with the candidate to develop the contractual agreement with the Board chair as the point of contact. The employment of the candidate will be official with a majority vote of the Board at the next regular Board meeting.

III.   Definitions - None

IV.   Reporting Procedures

A. The WDTC Senior Human Resources Generalist will retain confidential copies of documents used by the committee in the search process.

V.   Dissemination of Policy and Training

A. This policy shall appear on the WDTC website on the policy page.

B. The WDTC Senior Human Resources Generalist will work with the Board to support the search process.

Legal References: Equal Employment Opportunity Commission - EEOC

Board Approved 5/12/2021; Committee Reviewed 7/9/2024