

Procedure IV.4003.A.c, Selection of a Department Chair

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the interview committee process for the selection of a Department Chair and identifies the responsibilities for its members.

- A. When the position of Department Chair becomes vacant, the instructional Dean of that area will serve as the hiring leader.
- B. A Department Chair job posting will be placed on the college's applicant tracking system.
- C. The Provost and the Dean will appoint an interview committee to oversee the search process.
 - The Dean will serve as chair of the interview committee.
 - The interview committee will adhere to San Jacinto College hiring policies and procedures and hiring timelines.
 - The interview committee will include at least one departmental faculty member; in the case of a multi-discipline department, it may include two departmental faculty members.
 - Interview Committee of five (5):
 - Dean (hiring leader)
 - 1 Faculty
 - 1 Outside Department Chair
 - 1 Departmental Staff
 - 1 Outside Staff/Administrator
 - Interview Committee of seven (7):
 - Dean (hiring leader)
 - 2 Faculty
 - 1 Outside Department Chair
 - 1 Departmental staff
 - 2 Outside Staff/Administrator
- D. The Dean and Provost will:
 - Develop behavioral and competency-based interview questions for which the committee members can assess the Department Chair candidates based on strengths and weaknesses.
 - Ensure faculty input via the hiring committee that balances discipline knowledge with leadership competencies.
 - The Dean will provide an opportunity for faculty feedback by requesting input from the respective faculty who will be supervised by the incoming Department Chair. The Dean must facilitate an opportunity for the faculty to meet with the Chair candidates through forums, meet and greets, presentations or other similar activities. All written comments and input will be provided by the Dean to the interview committee for review and consideration.
 - The Dean will forward the recommended finalists to the campus Provost and arrange

executive-level interviews.

- The campus Provost will forward the final candidate recommendation to the Deputy Chancellor & President for final consideration.
- The Deputy Chancellor & President, in consultation with the Provosts, will designate the Department Chair.

Department Chair Job Descriptions:

[Applied & Business Technology Department Chair](#)

[Health & Science Department Chair](#)

[Liberal Arts Department Chair](#)

Definitions

Vacancy: An unoccupied position or job created by a promotion, transfer, exit, or newly funded position approved by the Chancellor and/or Board of Trustees.

Interview Committee: An appointed group of individuals whose purpose is: to review application materials for candidates within the Applicant Tracking System (ATS), to select qualified candidates for interviews, to identify the most qualified candidates for each position, and to complete required documentation of the screening and interview process.

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Associated Policy	Policy IV.4003.A, Filling Vacancies
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Provosts