

Search Status Report

Search: President

Institution: Southern West Virginia Community and Technical College (SWVCTC)

Date: August 17, 2015

Applicants to date: 49, an increase from 30 as of the August 3, 2015 report

Search Related Activities

Phase 1: Determine the Search Plan (completed)

- Initial communications occurred between the Ayers & Associates, Inc. (A&A) team and the SWVCTC Board to review search plans.
 - Revisions to the search plan will be discussed as appropriate.

Phase 2: Assess Organizational Needs (some activities are still in progress)

- The A & Associates, Inc. team has reviewed search related and relevant institutional documents, the institutional website, and other information as appropriate to develop search related resources.
- A draft institution and position profile was developed, updated with information from the campus visit, and forwarded to the Board/Search Committee Chair for review.
 - Once feedback has been secured and implemented from the Chair and a final profile has been approved, this document will be used to cultivate active and passive candidates.
- Two A&A associates, Dr. Charles Green and Dr. John Henderson, conducted the campus visit on August 4-5, 2015. This activity was quite helpful in learning more about the institution and its needs as well as securing additional information to complete the Candidate Evaluation Form and the SWVCTC Institution and Position Profile.
- The position announcement was modified and approved.
- An advertising strategy was recommended and approved with the addition of print advertisements in The Chronicle of Higher Education and Diverse: Issues in Higher Education and consideration of local/regional publications (the College coordinated advertisements in local/regional publications).

- A draft Candidate Evaluation Form was updated based on the campus visit and shared with the Chair. Recommended changes were made to the document.
 - If there are other suggested changes, the form will be updated; otherwise, the A&A team will proceed with initially evaluating applications using the Candidate Evaluation Form as we proceed towards developing the short list and as applications are received until the position is filled.

Phase 3: Develop the Diverse Candidate Pool (*in progress*)

- Online and print advertisements were coordinated by A&A as noted below. It was understood that the College assumed responsibility for posting the position announcement on its website and through local/regional media.
 - A&A website (online).
 - The Chronicle of Higher Education (online and August 7, 2015 print issue).
 - Community College Daily of the American Association of Community Colleges (online).
 - Community College Week Magazine (online with the High Visibility Package - Diversity Network, Spotlight, and Featured Posting upgrades).
 - Diverse: Issues in Higher Education (online and July 30, 2015 print edition with Extended Touch Package – extended online posting, at the top of search results, and Featured Job on the Diverse home page and in the Diverse daily E-news alert for one week) and Community College Jobs Now of Diverse (online).
 - HigherEdJobs.com (online).
 - Inside Higher Education (online).
 - Women in Higher Education (online).
- Review has been completed of A&A’s database of professionals in higher education, non-profit organizations, and other fields and of the team’s professional networks to identify professional for outreach activities, specifically securing nominations and applications.
 - Outreach will continue until the position has been filled.
- Outreach to institutional constituents for nominations will be noted during the campus visit in August 2015 and will continue until the position is filled.
- Follow up has occurred on one nomination to date.
 - This process will continue as needed until the position is filled.
- Cultivation of qualified candidates, active and passive, has been initiated and will continue until the position is filled.

- Forty-nine (49) applications have been received by A&A through the SWVCTC@ayersandassoc.com email address, an increase from 30 as of the August 3, 2015 status report. All materials have been logged and are being securely maintained. The firm has been responding to multiple inquiries about the position through emails and telephone calls and one (1) nomination.
 - This process will continue as applications, nominations and inquiries are received until the position is filled.

- It is expected that the print advertisements, the ongoing online advertisements, and outreach activities for nominations and applications will lead to additional applications over the next several weeks.

Phase 4: Evaluation Candidates (*in progress*)

- The A&A team has initiated the review of the applications received to date. If there are no other changes to the Candidate Evaluation Form, it will be used as one of multiple approaches to eventually develop a short list of the 10-12 most promising candidates. Activities following the initial review of applications using the form include:
 - conducting screening interviews with the more promising applicants;
 - conducting media searches on the more promising candidates;
 - preparing interview summaries and media search summaries (headlines and publication information for noteworthy articles); and
 - suggesting a short list of the 10-12 most promising candidates for review by the Search Committee along with application materials for other candidates.
- Other Phase 4 activities will be pursued per the Search Plan to support the Search Committee through the process of interviewing and otherwise evaluating candidates to determine the preferred candidate.

Phase 5: Facilitate Appointment of the Preferred Candidate (*upcoming activities*)

- Activities to be pursued per the Search Plan as determined by the Board.