

Search Status Report

Search: President

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

Date: August 3, 2015

Applicants to date: 30

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.
 - This document will be updated once additional information is secured from the campus visit on August 4-5, 2015. Upon completion and approval by the Search Committee, this document will be used to cultivate active and passive candidates.
- Two A&A associates, Dr. Charles Green and Dr. John Henderson, have made arrangements for travel to the Logan Campus/Mount Gay for the scheduled campus visit on August 4-5, 2015.
 - This visit will allow for the A&A team to secure from various constituents additional information about preferred qualifications and characteristics of a new president as well as perceived institutional opportunities and challenges for the president.
- 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 will coordinate advertisements in local/regional publications).

- A draft evaluation tool has been developed for use by the A&A team when assessing applications.
 - The evaluation tool will be updated and finalized after the campus visit since additional information about expectations of the new president will be secured during the visit. Upon completion of the evaluation tool and approval by the Search Committee, it will be used as A&A evaluates applications to develop 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.
- Thirty (30) applications have been received by A&A through the SWVCTC@ayersandassoc.com email address. All materials have been logged and are being 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 Chronicle of Higher Education and Diverse: Issues in Higher Education), 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 (*upcoming activities*)

- Provided that the evaluation tool has been finalized and approved by August 9, 2015 and with approval of the Search Committee, the A&A team will:
 - initiate the process of reviewing application materials using the approved evaluation tool;
 - conduct screening interviews with the more promising applicants;
 - conduct media searches on the more promising candidates;
 - prepare interview summaries and media search summaries (headlines and publication information for noteworthy articles); and
 - suggest 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.