

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 303.3

Title Administrative Function

Administrator Qualifications, Recruitment, Appointment

The Board shall employ administrators in addition to the President to assist in the daily operations of the College.

When licensure is required, the Board shall consider applicants who meet or exceed the standards set by the Iowa Department of Education. In all cases, the qualifications established in the job description shall be the basic criteria for each position. In employing an administrator, the Board shall consider the qualifications, credentials, and records of the applicants while following the Non-Discrimination Board Policy (206.1).

In keeping with the law, however, the Board will consider the veteran status of the applicants. The Board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the Board shall also consider the College's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the Board.

It shall be the responsibility of the President to make a recommendation to the Board for filling an administrative position, based on the requirements stated in this policy. The Board shall act only on the President's recommendation.

The Board may contract for assistance in the search for administrators.

Date of adoption 01/8/96

Legal Reference: (Code of Iowa)

Date of last revision 01/08/18

260C.14; 279.8

Date of current revision 11/11/19

Related Administrative Procedures and Cross References _____

