



# Hiring Prioritization Timeline AY 2019 - 2020

Faculty Hiring Prioritization Timeline 2019 - 2020	
<b>September:</b>	<ul style="list-style-type: none"> <li>Vice President of Academic Affairs and the Academic Senate President determine semester-specific deadlines to best conform to this timeline.</li> </ul>
<b>October:</b>	<ul style="list-style-type: none"> <li>Deans confer with school faculty to solicit proposed positions. Once positions are identified by faculty and deans, the VPAA is notified of the position no later than <u>October 11, 2019, by 12 pm.</u> (VPAA will request required data from RP Office. Data will be made available by <u>October 18, 2019.</u>)</li> </ul>
<b>October – November:</b>	<ul style="list-style-type: none"> <li>“Faculty Staffing Request” form completed by the Academic Deans in consultation with discipline faculty, and submitted to the office at Academic Affairs by <u>November 8, 2019.</u> Late request will not be considered.</li> </ul>
<b>November:</b>	<ul style="list-style-type: none"> <li>The Office of Academic Affairs will arrange for hard copies of each proposal and the scoring rubric to be provided to the Body on or by <u>November 13, 2019.</u></li> </ul>
	<ul style="list-style-type: none"> <li>At the joint meeting on <u>November 25, 2019,</u> deans and faculty will complete and/or submit the rubric for the qualitative criteria. The VP of Academic affairs will be available for questions. All questions will be presented and answered before the body.</li> <li>The quantitative data for each position will be scored by RP using the rubric.</li> <li>The VPAA and the Senate President will be non-scoring parties and will be charged with collecting and tabulating the results of the rankings. Rubric scores for the qualitative data and quantitative data will be combined into a composite score. The composite score will be used to rank the positions.</li> </ul>
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<b>December:</b>	<ul style="list-style-type: none"> <li>At the next meeting of the Academic Senate, <u>December 2, 2019</u> the Senate President and the Vice-President of Academic Affairs will present to the Senate the results of the rankings for the approval of the Body. These results will be forwarded to the Office of the Superintendent-President as advisory for the determination and funding of hiring priorities for the College.</li> </ul>
<b>December:</b>	<ul style="list-style-type: none"> <li>SP presents in writing recommendations along with the rationale for any changes to the Academic Senate on or before <u>December 9, 2019.</u></li> </ul>
<b>December – January:</b>	<ul style="list-style-type: none"> <li>FT hiring processes begin in accordance with the hiring manual and Policy 4005.</li> </ul>
<b>January- February:</b>	<ul style="list-style-type: none"> <li>for hiring committee recruitment sent out, hiring committees are formed, and the current job descriptions are sent out to deans, and the hiring process commences.</li> </ul>