

Faculty Hiring Prioritization Timeline 2020- 2021	
September:	<ul style="list-style-type: none"> Vice President of Academic Affairs and the Academic Senate President determine semester-specific deadlines to best conform to this timeline.
October:	<ul style="list-style-type: none"> 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 date <u>October 2, 2020</u>. (VPAA will request required data from RP Office. Data will be made available by <u>October 16, 2020</u>.)
October – November:	<ul style="list-style-type: none"> “Faculty Staffing Request” form completed by the discipline faculty in collaboration with the dean, (for programs with no FT faculty, the form can be completed by the dean in collaboration with PT faculty or FT faculty from related disciplines) and submitted to the office at Academic Affairs by <u>November 6, 2020</u>.
November	<ul style="list-style-type: none"> The Office of Academic Affairs will arrange for hard copies of each proposal and the ranking sheet sent to the Senate on or by <u>November 16, 2020</u>. At the joint meeting on <u>November 23, 2020</u>, deans and faculty will complete and submit their rankings of the positions. The VP of Academic affairs will be available for questions. All questions will be presented and answered before the Senate. The VPAA and the Senate President will be non-scoring parties and will be charged with collecting and tabulating the results of the rankings.
December:	<ul style="list-style-type: none"> At the next meeting of the Academic Senate, <u>December 7, 2020</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. S/P presents in writing recommendations along with the rationale for any changes to the Academic Senate on or before <u>December 14, 2020</u>.
December – January:	<ul style="list-style-type: none"> FT hiring processes begin in accordance with the hiring manual and Policy 4005.
January- February:	<ul style="list-style-type: none"> Hiring committee recruitment sent out, hiring committees are formed, and the current job descriptions are sent out to deans, and the hiring process commences.