

Faculty Hiring Prioritization Timeline for 2022-2023 Hires

August:	<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.
September:	<ul style="list-style-type: none"> • Faculty Staffing Request forms sent out <u>September 1, 2021.</u> • Deans confer with school faculty to discuss proposed positions. • Data will be made available by <u>September 20, 2021.</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 of Academic Affairs by <u>November 15, 2021.</u>
November:	<ul style="list-style-type: none"> • The Office of Academic Affairs will arrange for copies of each proposal and the ranking sheet sent to the Senate on or by <u>November 22, 2021.</u> • At the joint meeting on <u>November 29, 2021,</u> faculty will present the position needs. The VP of Academic affairs and presenting faculty will be available for questions. All questions will be presented and answered before the Senate. Faculty and deans will complete and submit their rankings of the positions within 3 days of the meetings. • 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 6, 2021</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 Senate. 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 13, 2021.</u>

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December – January:

- FT hiring processes begin in accordance with the hiring manual and Policy 4005.

January- February:

- Hiring committee recruitment sent out, hiring committees are formed, and **the current job descriptions are sent out to deans**, and the hiring process commences.