

Request for Full-time Academic Employee Positions for 2008 - 2009 Process and Timeline

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| September 12, 2007 | Deans receive faculty request information |
| September 13, 2007 – October 10, 2007 | Instructional and Student Services Deans in consultation with faculty at each college/campus review and confirm staffing needs |
| October 12, 2007 | Deans submit an <u>unranked</u> list of faculty staffing needs in their area together with ten (10) copies of each position request and all support documentation to the President's Office for distribution to the Faculty Staffing Committee |
| October 15, 2007 – November 9, 2007 | Faculty Staffing Committee reviews requests and makes hiring recommendations, <u>ranked in priority order</u> |
| November 9, 2007 | Faculty Staffing Committee hiring recommendations are sent to the Curriculum Committee, Academic Senate, and Site Councils for information and to College Council Co-Chairs to present to College Council for review |
| November 13, 2007 | College Council reviews hiring recommendations, makes additional recommendations, as appropriate, and forwards such to the President and Chancellor |
| November 26, 2007 | Chancellor and CHEX review recommendations and recommend positions to be hired to the Board |
| December 12, 2007 | Hiring recommendations presented to the Board for approval |