

## **Request for Full-time Academic Employee Positions for 2010 - 2011 Process and Timeline**

September 25, 2009	Deans receive faculty request information
September 28, 2009 – October 8, 2009	Instructional and Student Services Deans in consultation with faculty at each college/campus review and confirm staffing needs
October 9, 2009 (by 4:00 PM DEADLINE)	Deans submit, by 4:00 PM, 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 13, 2009 – November 2, 2009	Faculty Staffing Committee reviews requests and makes hiring recommendations, <u>ranked in priority order</u>
November 2, 2009	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 17, 2009	College Council reviews hiring recommendations, makes additional recommendations, as appropriate, and forwards such to the President and Chancellor
November 23, 2009	Chancellor and CHEX review recommendations and recommend positions to be hired to the Board
December 9, 2009	Hiring recommendations presented to the Board for approval