

**PROCESS FOR ESTABLISHING ACADEMIC POSITION PRIORITIES  
2010-11 Timeline**

The following process is advisory to the Vice President of Instruction in determining the priority of academic positions to be filled.

**Completion**

**Date:**

- 9/07/10** Faculty will receive reminder about the Sept 30 deadline to submit retirement letters to Office of Instruction if they intend to retire by the end of academic year 2010-11. This notification will allow their departments to apply for a replacement position and receive replacement points in the hiring prioritization process.
- 9/07/10** Step 1a Office of Instruction will inform faculty via email of the process and timeline to assist in the preparation of staffing requests.
- 9/30/10** Step 1b Deadline for Instruction Office receipt of a 2010-11 retirement letter for the purposes of “replacement points” within the department.
- 10/1/10-  
10/08/10** Step 2 Deans will work with Program Chairs and/or faculty to review and request, in writing, staffing positions (personnel requisition and documentation page) to submit to the Office of Instruction by 10/08/10.
- 10/8/10** Step 3 Requests submitted by the Deans to Office of Instruction **All requests must arrive at the Instruction Office no later than 4:30 p.m. on Fri Oct 8, 2010 for inclusion in the process. No Exceptions.**
- 10/15/10** Step 4 Each requested position will be scored by the instructional research analyst according to the attached worksheet.
- 10/15/10** Step 5a Point allocations will be distributed via email and in hard copy to the deans and PCs for accuracy review.
- 10/20/10** Step 5b All Dean or PC corrections (or request for recalculation) must be provided to institutional research analyst for a recalculation to occur.
- 10/22/10** Step 6 Verified point allocations will be distributed via email to the Faculty Senate and Instructional Administrators.
- 11/02/10** Step 7 The PC, a designated faculty member, or appropriate administrator may make statements to a joint meeting of the Faculty Senate and the Instructional Administrators on the need for a position (3 minutes) or answer questions (2 minutes) about the position.

- 11/02/10** Step 8 Faculty Senate and Instructional Administrators respectively will vote to rank the positions.
- 11/3/10** Step 9 The Vice President of Instruction will obtain the Faculty Senate rankings and the Deans rankings.
- 11/10/10** Step 10 Taking into account
- the advisory numerical ranking,
  - the advisory rankings by the Instructional Administrators,
  - the advisory rankings by the Faculty Senate,
  - Instructional plans and annual updates,
  - and FT:PT ratio,
- the Vice President, Instruction will develop a prioritized list with an explanation to be presented to the College President. The VPI will share the results with the Faculty Senate President and email the results to the Faculty Senate.
- 11/17/10** Step 11 The Vice President of Instruction will present the prioritized list to CPC.
- 11/24/10** Step 12 Completed job descriptions will be submitted to the Instruction Office
- 12/06/10** Step 13 The results will go to the December Board meeting for Board approval.
- 12/07/10** Step 14 Completed job descriptions and job requisitions will be submitted to HR to initiate recruitment process