Faculty Hiring Prioritization Process and Timeline

Step	Timeline
Hiring timeline for the year released including deadline for department chairs to submit requests for new full-time faculty positions.	Flexweek (Department Chair Meeting)
Office of Instruction provides new hire request form and required data to department chairs.	Early September
Department chairs submit new hire request form by deadline.	Late September
Division Council reviews requests and writes feedback. The written feedback is given to the department chairs and the Academic Senate.	Early October
Academic Senate ranks new hire requests. • Department chairs or designees give 3-5 minute presentations to the Academic Senate. • Division Senators (with input from Division Council members) create a ranking for their division. • Division rankings are compiled to create the Academic Senate ranking. • The Academic Senate formally approves the ranking and submits it to the college president.	Mid October
College president accepts the Academic Senate's prioritization list or provides a written response if making any changes. College president announces number of positions approved to go forward with hiring.	Late October
Department chairs designate hiring committee chairs and Vice President of Instruction designates the hiring committee representative from administration.	Early November
Hiring committee chairs form committee • approved by Academic Senate President and Vice President of Instruction	Late November
Job description created; Job posted.	Early January
College president follows prioritization list to approve additional hires as positions open.	Spring semester
Hiring committee finalizes screening criteria and interview questions.	Early February
Job closes; committee completes screening.	Mid-Late February
First-level interviews	Early March
Second-level interviews	Late March-Early April
Offers made	Early-Mid April