



DATE: August 3rd, 2022

TO: Full-Time Faculty, Department Chairs, and Deans of Educational Programs

FROM: Maria Villagomez, Vice President Academic Affairs and Paloma Arnold, Vice President of Student Affairs

**Annual Notice of Faculty Retirement and Requests for New and Replacement Faculty Positions, 2023-2024**

It is time to prepare requests for new and replacement faculty positions. Departments requesting faculty positions must include these requests in their program review and resource requests and are required to present a formal proposal to the Senate in support of their request(s). **Please note that elements of this process have changed and the process will be completely electronic.**

**Monday, August 29, 2022 – 4:00 p.m.** is the deadline for faculty to notify the District of their intent to retire at the end of the academic year in order for their positions to be included in the pool of tenure-track vacancies to be filled beginning in the 2022-2023 academic year. **Note: Please include in your Intent to Retire from the college your last date of employment with the college (typically the last day of the Spring semester which is May 13, 2023).**

The Offices of Academic and Student Affairs will supply the data information for you to include with your request for a position. The deadline for submitting requests for this data is **Wednesday, September 7, 2022 – 4:00 p.m.** This process has been modernized from previous years; please submit the [Request Data Form](#).

Every effort will be made to **provide data no later than Tuesday, September 13, 2022.**

The deadline for submitting proposals for new and replacement **tenure-track** positions to the Offices of Academic and Student Affairs is **Tuesday, September 20<sup>th</sup> – 4:00 p.m.** Please drop your proposal in the assigned **Electronic Folder** (the link to this will be sent to you once we receive your data request).

**Three Important Deadlines:**

<b>Monday, August 29 @ 4:00 PM</b>	Submit the <a href="#">Intent to Retire form</a> to the Offices of Academic Affairs
<b>Wednesday, September 7 @ 4:00 PM</b>	The Department Chair/Director/Faculty Coordinator submits the <a href="#">Data Request form</a> .
<b>Tuesday, September 20 @ 4:00 PM</b>	The Department Chair/Director/Faculty Coordinator submits an electronic copy to the Vice President of Academic or Student Affairs of the complete position request. (The link to do so will be provided with the Data



Request form).

The Academic Senate will be the consultation body that will prepare the recommended rankings to be submitted to the Superintendent/President for consideration.

Thanks for your consideration and for your service to the college!

Sincerely,

Maria Villagomez

*Vice President, Academic Affairs*

Paloma Arnold

*Vice President, Student Affairs*