

## Proposed Timeline for Hiring New and Replacement Faculty for 2022-2023

ACTIVITY	RESPONSIBLE	DATE	TIME
Memo to department chairs informing them of the timelines and procedures for requesting new and/or replacement tenure track positions for 2020-2021	EVP, Educational Programs	Monday, August 2, 2021	2:00 PM
Deadline for faculty to announce retirement	Faculty Member	Monday, August 30, 2021	4:00 PM
Request for quantitative information to office of Educational Programs	Department Chairs	Wednesday, September 8, 2021	4:00 PM
All proposals for new & replacement faculty positions submitted electronically to the Office of Educational Programs	Department Chairs	Tuesday, September 21, 2021	5:00 PM
Department chair presentations to Academic Senate	Department Chairs	October 6, 2021 and October 13, 2021	
Academic Senate ranks tenure-track faculty proposals and sends proposals and rankings to Superintendent/President for consideration	Academic Senate, Superintendent/President	Wednesday, October 20, 2021	
Superintendent/President shares the proposal for positions for hiring at PC	Superintendent/President	Tuesday, October 26, 2021	
Superintendent/President announces approved positions for hiring at CPC	Superintendent/President	Tuesday, November 2, 2021	
Drafts of online job postings initiated by Human Resources. Emailed to the Dept. Chairs and Deans to update and review	HR/Dept. Chairs/Deans	Friday, November 5, 2021	By end of day
HR/President/EVP meet with department chairs and deans regarding orientation/goals	Superintendent/President	Monday, November 8, 2021	10:00 AM - 12:00 PM
Review New Process & Job Description/Announcement Development Workshop	Academic Senate	Friday, November 19, 2021	9AM-11PM
Job Description draft due to HR for formatting and compliance language.	Chairs/Deans/EVP/Controller/Superintendent/President / HR	Wednesday, November 24, 2021	12:00 PM
HR emails final draft to Dept. Chairs and Deans for final review and approval	HR/Dept. Chairs/Deans	Thursday, December 2, 2021	By end of day

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Committees formed and receive EEO/legal orientation. Evaluation factors & questions prepared	Department Chairs/Deans/HR	TBD	
Jobs posted online with NEOED. Promotional brochures distributed, ads placed	Human Resources	Tuesday, December 7, 2021	End of day
NEOED Training for Committee Members	Human Resources	Friday, January 7, 2022	1:45 PM-3:45 PM
Positions closed	Human Resources	Monday, January 31, 2022	11:59 AM
HR Screens for Minimum Qualifications	Human Resources	Tuesday, February 1, 2022 - Thursday, February 10, 2022	End of Day
Equivalency	Academic Senate	Friday, February 11, 2022 - Thursday, February 17, 2022	
HR Releases applications to screening committees	Human Resources	Monday, February 21, 2022	End of Day
Committee screens/identifies candidates for interview	HR/Area Deans	Tuesday, February 22, 2022 - Thursday, March 3, 2022	
Conduct Preliminary Interviews - Inperson and/or Zoom interview as determined by committee <b>(Completed by March 17th)</b>	Committees	Thursday, March 3, 2022 - Friday, March 17, 2022	
Names of a minimum of three (3) unranked candidates forwarded to the Superintendent/President	HR/Area Deans	Wednesday, March 23, 2022	
Final Interviews	HR, Superintendent/President, EVP, Dean, Chair	April 4, 2022 - April 8, 2022	TBD

HR Goal: Submission to May board agenda

Consideration: If possible, schedule the 1st and 2nd interviews within several days of each other (single trip for candidates).