

Proposed Timeline for Hiring New and Replacement Faculty for 2023-2024

ACTIVITY	RESPONSIBLE	DATE
Memo to department chairs informing them of the timelines and procedures for requesting new and/or replacement tenure track positions for 2023-2024	VP - Academic Affairs	Wednesday, August 3, 2022
Deadline for faculty to announce retirement	Faculty Member	Monday, August 29, 2022
Request for quantitative information to office of Educational Programs	Department Chairs	Wednesday, September 7, 2022
All proposals for new & replacement faculty positions submitted electronically to the Office of Educational Programs	Department Chairs	Tuesday, September 20, 2022
Department chair presentations to Academic Senate	Department Chairs	September 28, 2022 and October 5, 2022
Academic Senate ranks tenure-track faculty proposals and sends proposals and rankings to Superintendent/President for consideration	Academic Senate, Superintendent/ President	Wednesday, October 12, 2022
Superintendent/President shares the proposal for positions for hiring at PC	Superintendent/ President	Tuesday, October 18, 2022
Superintendent/President announces approved positions for hiring at CPC	Superintendent/ President	Tuesday, November 1, 2022
Drafts of online job postings initiated by Human Resources. Emailed to the Dept. Chairs and Deans to update and review	HR/Dept. Chairs/ Deans	Monday, November 7, 2022
Chairs, Deans, VPAA/VPSA, Controller, VP of HR review/approve online job postings	Chairs/Deans/VPAA/VPSA/Controller/ Superintendent/ President / HR	Monday, December 5, 2022
Committees formed and receive EEO/legal orientation. Evaluation factors & questions prepared	Department Chairs/Deans/HR	TBD
Jobs posted online with PeopleAdmin. Promotional brochures distributed, ads placed	Human Resources	Tuesday, December 6, 2022
HR/President/VPAA/VPSA meet with department chairs and deans regarding orientation/goals	Superintendent/ President	Thursday, December 8, 2022
Positions closed	Human Resources	Monday, February 13, 2023
HR Screens for Minimum Qualifications	Human Resources	Tuesday, February 14, 2023 - Friday, February 24, 2023
Equivalency	Academic Senate	Friday, February 24, 2023 - Friday, March 3, 2023
Cluster Committee Screening	Cluster Committee	Monday, March 6, 2023 - Friday, March 10, 2023
HR Releases applications to screening committees	Human Resources	Monday, March 13, 2023
Committee member review of Candidate Applications	Committees	Tuesday, March 14, 2023 - Tuesday, March 21, 2023
Committee Screening Meeting (Full Committee)	Committees	Wednesday, March 22, 2023 - Friday, March 31, 2023

Conduct Preliminary Interviews	Committees	Monday, April 3, 2023 - Friday, April 21, 2023
Names of a minimum of three (3) unranked candidates forwarded to the Superintendent/President	HR/Area Deans	Monday, April 24, 2023
Final Interviews	HR, Superintendent/President, VPAA, VPSA, Dean, Chair	Wednesday, April 26, 2023 - Thursday, May 18, 2023