

Proposed Timeline for Hiring New and Replacement Faculty for 2023-2024				
ACTIVITY	RESPONSIBLE	DATE	TIME	COMPLETED BY
Memo to department chairs informing them of the timelines and procedures for requesting new and/or replacement tenure track positions for 2023-2024	VPAA	Wednesday, August 3, 2022		VPAA Office - will be sending this email to Faculty
Deadline for faculty to announce retirement	Faculty Member	Monday, August 29, 2022	4:00 PM	Holly
Request for quantitative information to office of Educational Programs	Department Chairs	Wednesday, September 7, 2022	4:00 PM	Holly
All proposals for new & replacement faculty positions submitted electronically to the Offices of VPAA and VPSA	Department Chairs	Tuesday, September 20, 2022	4:00 PM	Holly
Department chair presentations to Academic Senate	Department Chairs	September 28, 2022 and October 5, 2022		Holly
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		Holly
Superintendent/President shares the proposal for positions for hiring at PC	Superintendent/President	Tuesday, October 18, 2022		Holly
Superintendent/President announces approved positions for hiring at CPC	Superintendent/President	Tuesday, November 1, 2022		Holly
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 4, 2022		HR
HR/President/VPAA/VPSA meet with department chairs and deans regarding orientation/goals	Superintendent/President	Thursday, November 10, 2022		HR
Chairs, and Deans provide HR with finalized job announcement	Department Chairs/Deans	Wednesday, November 30, 2022		Department Chairs/Deans
Chairs, Deans, VPAA, VPSA, Controller, VP of HR review/approve online job postings	Chairs/Deans/VPAA/VPSA/Controller/Superintendent/President / HR	Friday, December 2, 2022		HR
Committees formed and receive EEO/legal orientation. Evaluation factors & questions prepared	Department Chairs/Deans/HR	TBD		Department Chairs/Deans/HR
Jobs posted online with NeoED. Promotional brochures distributed, ads placed	Human Resources	Tuesday, December 6, 2022		HR
Positions closed	Human Resources	Monday, February 13, 2023		CC Register Job Fair
HR Screens for Minimum Qualifications	Human Resources	Tuesday, February 14, 2023 - Thursday, March 2, 2023		HR

Equivalency	Academic Senate	Friday, March 3, 2023 - Thursday, March 9, 2023		Early Feb Instead of Jan (Holly will send email)
Cluster Committee Screening	Cluster Committee	Friday, March 10, 2023 - Friday, March 17, 2023		
HR Releases applications to screening committees	Human Resources	Monday, March 20, 2023		
Committee screens/identifies candidates for interview	HR/Area Deans	Tuesday, March 21, 2023 - Thursday, April 13, 2023		
Conduct Preliminary Interviews	Committees	Monday, April 10, 2023 - Monday, May 1, 2023		
Names of a minimum of three (3) unranked candidates forwarded to the Superintendent/President	HR/Area Deans	Wednesday, March 22, 2023		
Final Interviews	HR, Superintendent/President, VPAA, VPSA, Dean, Chair	Monday, May 1, 2023 - Friday, May 17, 2023		
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).				