

2013-2014 Timeline for Identifying Possible New Positions

Reviewed and Revised by the PBC HR Committee on September 18, 2013

Notes:

- 1) This draft was prepared based on last year – moving everything one month earlier as was recommended by PBC and the evaluation of the hiring process.
- 2) Two cycles are being proposed so we have flexibility in hiring.

For Spring Hires		
FALL DATES	Group	Process
October 2	CPC	Discuss and approve process and timeline
October 11	Divisions	Written justifications/requests to Deans or VPSS
October 18	Divisions	Review positions to prioritize what comes forward for presentation
October 25	Divisions	Submit Position Justifications to the VPs
November 7	Academic Senate	Faculty Position Requests to the Senate President
November 8	Divisions	Submit PowerPoint presentations to Joan Tanaka (VPI Office)
November 12 2-4pm	Joint IPC/SSPC/APC and Academic Senate	Presentations: College data presented and Position Presentations given
November 13 2-4pm	Joint IPC/SSPC/APC	Discussion: Group conducts discussion of the college needs and develops a list of rationale to merge to one list for PBC
November 20 2-4pm	PBC	Discuss list and process integrity; forward list to President
November 21	Academic Senate	Forward list to President
November 22	President	Announces positions to be hired
December	Hiring Committees	Meet for job descriptions and questions
December	District HR	Post positions

For Fall Hires		
SPRING DATES	Group	Process
Feb 2	CPC	Discuss and approve process and timeline
Feb	Divisions	Written justifications/requests to Deans or VPSS
Feb	Divisions	Review positions to prioritize what comes forward for presentation
March	Divisions	Submit Position Justifications to the VPs
March	Academic Senate	Faculty Position Requests to the Senate President
March	Divisions	Submit PowerPoint presentations to Joan Tanaka (VPI Office)
April	Joint IPC/SSPC/APC and Academic Senate	Presentations: College data presented and Position Presentations given
April	Joint IPC/SSPC/APC	Discussion: Group conducts discussion of the college needs and develops a list of rationale to merge to one list for PBC
April	PBC	Discuss list and process integrity; forward list to President
April	Academic Senate	Forward list to President
April	President	Announces positions to be hired
May	Hiring Committees	Meet for job descriptions and questions
May	District HR	Post positions