



**Timeline for Identifying New Positions
Fall 2018**

(Approved 4/18/2018, Planning and Budgeting Council)

<u>Process/Steps</u>	<u>Dates</u>	<u>Responsible Group</u>
Establish timeline and process for 2018-19	Spring 2018	PBC
STEP 1: Submit Proposals Authors submit written proposals to Deans/supervising administrator. Deans submit final proposals to VPI/VPSS, then they are posted to the PBC website.	Due by October 12	Faculty and Classified Staff, Administrators
STEP 2: Submit Presentations Authors submit PowerPoint presentations to the Offices of VPI/VPSS to be posted on PBC website.	Due by October 26	Faculty and Classified Staff, Administrators
STEP 3: Presentations and Discussions Presentation and group discussion of <u>Strengths and Weaknesses for each position proposal</u> . Three sessions scheduled to accommodate number of position proposals.	October 30 October 31 November 1 2:10-4 pm	All College Community encouraged to attend (location to be confirmed)
STEP 4: Academic Senate Analysis of Faculty Positions Academic Senate reviews faculty positions and makes recommendation to College President.	November 8 (Regular meeting)	Academic Senate
STEP 5: Review/Approve Process Integrity PBC evaluates and makes decision on integrity of process. Submits <u>Summary of Strengths and Weaknesses for Position Proposals</u> (see STEP 3) to College President.	November 7 or 21 (Regular meeting)	PBC
STEP 6: College President Decision College President announces decision on new positions after consultation with College Cabinet	by December 17 (final day of fall semester)	College President
STEP 7: Advertising/Screening Process Appoint hiring committees.	by January 31, 2019	Academic Senate and CSEA