

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

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 2023-2024	VPAA	Wednesday, August 3, 2022	
Deadline for faculty to announce retirement	Faculty Member	Monday, August 29, 2022	4:00 PM
Request for quantitative information to office of Educational Programs	Department Chairs	Wednesday, September 7, 2022	4:00 PM
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
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	Friday, November 4, 2022	
HR/President/VPAA/VPSA meet with department chairs and deans regarding orientation/goals	Superintendent/President	Thursday, November 10, 2022	
Chairs, Deans, VPAA, VPSA, Controller, VP of HR review/approve online job postings	Chairs/Deans/VPA A/VPSA/Controller/ Superintendent/ President / HR	Monday, November 14, 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	Friday, November 18, 2022	

Positions closed	Human Resources	Monday, January 30, 2023	
HR Screens for Minimum Qualifications	Human Resources	Tuesday, January 31, 2023 - Thursday, February 9, 2023	
Equivalency	Academic Senate	Friday, February 10, 2023 - Thursday, February 16, 2023	
HR Releases applications to screening committees	Human Resources	Monday, February 20, 2023	
Committee screens/identifies candidates for interview	HR/Area Deans	Tuesday, February 21, 2023 - Thursday, March 2, 2023	
Conduct Preliminary Interviews	Committees	Thursday, March 2, 2023 - Friday, March 16, 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	April 3, 2023 - April 7, 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).			