

## **Timeline for Requesting a Faculty Position**

### **FALL Flex Week:**

- The Academic Senate President sends out an email to all full time faculty calling for requests and announcing deadlines; the *Process for Requesting a Faculty Position*, the *Timeline for Requesting a Faculty Position*, and the *Santiago Canyon College Faculty Hiring Request Form* will be included.
- Faculty begin work on completing the *Faculty Hiring Request Form*.

### **Week 1 – Wednesday by 5pm – Notice of Intent and Data Request:**

- Every department must submit a notice of intent via email to the Academic Senate President (regardless if the position is pursued).
- Email the Academic Senate Vice President with department data requests.
- Deans may request faculty to pursue a position that has yet to be identified by faculty.

### **Week 1:**

- *Faculty Hiring Request Forms* should be shared with division deans. The deans then have a chance to provide input and faculty can make revisions as they so choose.

### **Week 2 – Wednesday by 5pm - Data Returned:**

- The Academic Senate Vice President will return department data.

### **Week 3 – Thursday by 5pm:**

- Faculty must submit their *Faculty Hiring Request Form(s)* to the Academic Senate President via email.

### **Weeks 3 – 4:**

- The Academic Senate President will prepare a summary of the hiring requests. The Academic Senate Vice President will prepare the *Past 5 Year's Hiring Request Rankings* and *Past 5 Year's Hires and Separations*.

### **Week 4 – Wednesday by 5pm:**

- The Academic Senate President will electronically distribute the “Rankings Packet” to all faculty. The *Current Year's Hiring Request Summary*, the *Past 5 Year's Hiring Request Rankings*, the *Past 5 Year's Hires and Separations*, the *Instructions for Using the Forced Ranking Sheet*, and the *Official Forced Ranking Sheet* will be included.

### **Weeks 4 & 5:**

- Senators read the documents, solicit feedback from constituents, and rank the positions using the *Official Forced Ranking Sheet*.

### **Week 6 – Monday by 5pm:**

- Completed *Official Forced Ranking Sheets* must be submitted by senators only, in accordance with the *Instructions for Submitting Position Requests*, to the Academic Senate mailbox.
- The results will be tallied by the Academic Senate Executive Board and a table, identifying the vote of each senator, will be prepared and electronically distributed to the faculty.

### **At the Senate meeting immediately after tabulation of rankings:**

- The rankings will be recorded in the minutes.
- The Academic Senate President will submit the list to the College President.