

Instructions for Submitting Position Requests Rankings

- 1 You must rank every position request from most desirable to least desirable.
- 2 You may NOT give any two positions the same rank (if there are 12 position requests, then your list must be ranked from #1 [most desirable] to #12 [least desirable]).
- 3 You must use the *Official Forced Ranking Sheet* to submit your final results, even if you do not use the tool to assist you in your rankings.
- 4 To submit your Official Forced Ranking Sheet, you must:
 - A) Sign the *Official Forced Ranking Sheet*
 - B) Insert the signed sheet into an envelope
 - C) Print your name on the front,
 - D) Sign the flap of the sealed envelope
 - E) Place in the Academic Senate Office mailbox found in A-204

OR

Email the filled out *Official Forced Ranking Sheet* as an attachment from your SCC faculty address to:
Academic_Senate@sccollege.edu