

Timeline

March	Division Chairs select and submit to the Academic Senate representatives for Hiring Allocation Committee. These representatives must be, non division chair, full-time tenured faculty. They may not come from the same division, and must represent divisions not currently represented on the committee. Academic Senate selects and submits representatives for the Instructional Hiring Allocation Committee. These representatives must be, non division chair, full-time tenured faculty. The individuals must represent instructional divisions not currently represented on the committee or nominated by Division Chairs.
April	New hire requests are due by April 30. Requests must use information from most recent Program Review document.
May	Office of instruction prepares and orders requests for new position. Instructional Hiring Allocation Committee meets to establish norms, meeting dates, and procedures. The committee receives hiring requests from office of instruction.
September	Committee meets to finalize procedures.
October	Instructional Hiring Allocation Committee Retreat. Committee prioritizes hires and submits prioritization to College President and Vice President of Instruction. Committee may reconvene to consider concerns of the President and Vice-President at their request. The committee submits final prioritization to Campus Executive.
November	Campus Executive submits final list to Board of Trustees for approval.

Approved at Executive Committee: August 20, 2002
Amended at Executive Committee: May 13, 2003

Two-Year Timeline

Year 1	January	February	March	April	May	June
		Initial budget Projections			Budget Proposal	
			Academic Affairs fills committee positions. Academic Senate fills committee positions	1. Program Review documents due 2. New Hire Requests Due	First Meeting of Allocation Committee – Establish norms and procedures.	
	July	August	September	October	November	December
				Oct 1. Final Budget		
			Second meeting of Allocation Committee Complete selection standards..	1. Committee Retreat. 2. Prioritization submitted to campus review. 3. Emergency positions advertised subject to funding.		Positions Approved by Board
Year 2	January	February	March	April	May	June
	Emergency hiring Process	Emergency hires begin to teach	Hiring process			
	July	August	September			
			New hires begin instruction			