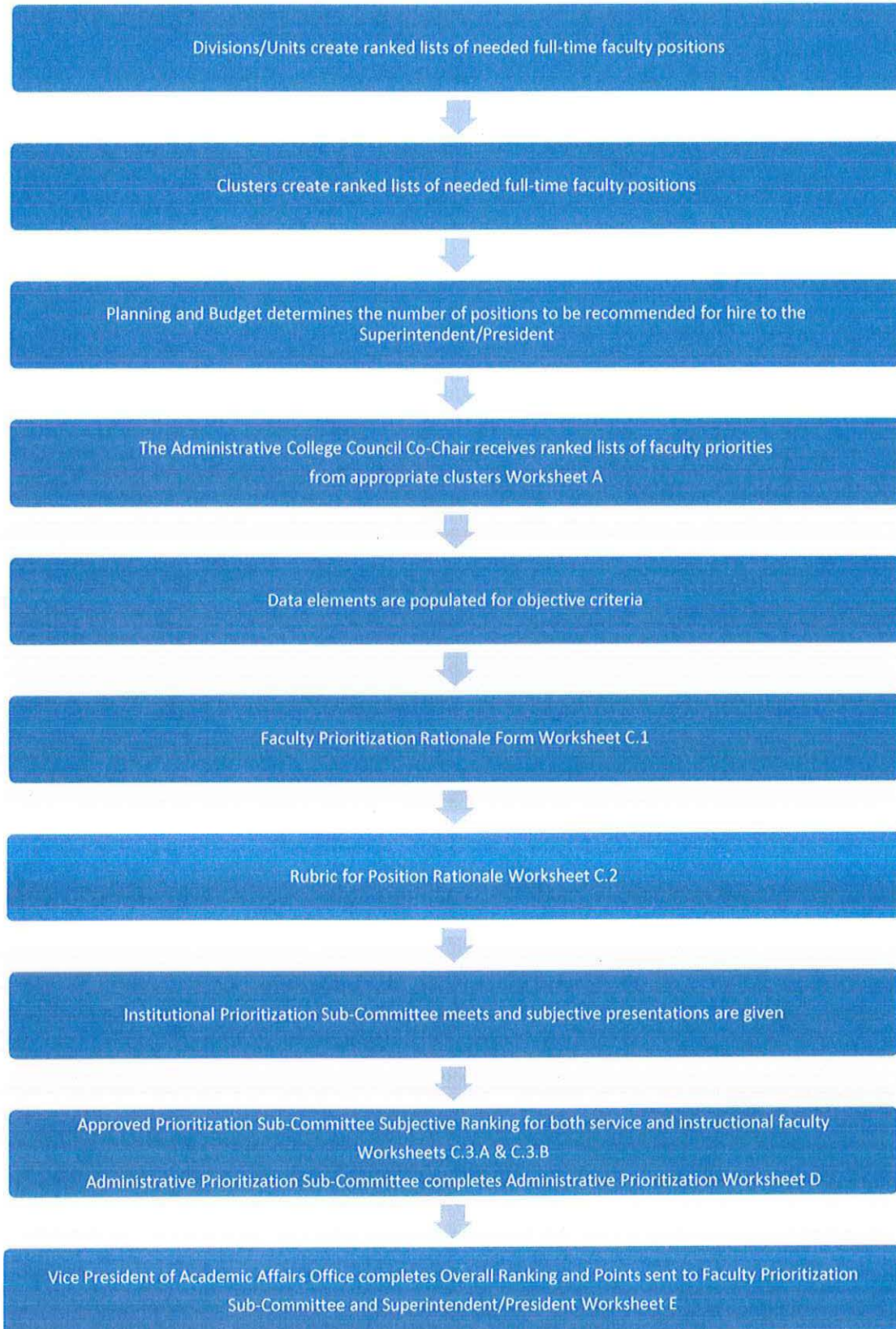




Prioritization Process Handbook for Full-time, Tenure Track Faculty

Updated: 8/31/2018

Full-time Tenure-track Faculty Prioritization Process Flowchart



Timeline/Important Dates

MARCH	
1st Monday of the Month	Divisions submit unit plans to their cluster managers.
APRIL	
Last Friday of the Month	Clusters complete cluster faculty prioritization.
AUGUST	
Last Friday of the Month	The Director of Institutional Research provides the administrative co-chair of College Council the ratio of each Cluster's credit FTEF to total insititutional credit FTEF (using total credit FTEF during the fall semester of the previous academic year). The number of positions that each Cluster can bring forward are determined.
SEPTEMBER	
1st Tuesday of the Month	The Institutional Faculty Prioritization Sub-Committee meets to establish the number of positions to be ranked. They review the timeline and processes in the Handbook. The administrative co-chair of College Council informs cluster managers about the number of positions that they may bring forward.
By the 2nd Tuesday of the Month	Clusters submit a ranked list of faculty priorities to the adminstrative co-chair of College Council.
2nd Wednesday of the Month	The administrative co-chair of College council submits the list of faculty requests to the Director of Institutional Research so that forms B.1 and B.2 can be completed
4th Wednesday of the Month	Director of Institutional Research sends completed B.1 and B.2 forms to the administrative co-chair of College Council.
Last Friday of the Month	The administrative co-chair of College Council publishes the completed A, B.1, B.2, and B.3 forms on the College Council SharePoint site
OCTOBER	
1st Friday of the Month	Division Chairs and Directors submit completed C.1 worksheets (subjective criteria) to Office of the Vice President, Academic Affairs.
2nd Tuesday of the Month	Completed C.1 worksheets are published on the College Council SharePoint site. C.2 worksheets made available to subcommittee.
3rd Tuesday of the Month	Subcommittee members submit completed C.2 worksheets to the Office of Academic Affairs.
4th Tuesday of the Month	Worksheet C.2 is published. The Institutional Prioritization Sub-committee meets to hear Subjective presentations and review complete summary worksheets B.3, C.1, C.2. Ranking takes place C.3.A and C.3.B and D.1 worksheets (Subjective and Administrative Ranking Voting Sheets)
4th Thursday of the Month	Worksheet E is completed and is published on the College Council SharePoint site. The Superintendent/President is presented with Worksheet E (Final Institutional Ranking).
NOVEMBER	
1st Thursday of the Month	Superintendent/President notifies the College Council of his/her list of positions to be hired for the following Fall semester.