



**Timeline for Identifying New Positions
Spring 2016**

Process/Steps	Deadline Dates for SPRING 2016	Responsible Group
Establish timeline and process for 2015-16.	April 1, 2015	PBC
STEP 1. Review of positions Groups review positions to determine what comes forward for presentation.	February 10, 2016	Instructional Divisions, Student Services (SSPC), APC
STEP 2. Submit Proposals Responsible group submits written proposals to Deans. Deans submit final proposals to VPI/VPSS, then it will be posted on PBC website. New Position Proposal forms are located at Planning and Budgeting Council website.	February 17, 2016	Administrator, Faculty, Classified
STEP 3. Submit Presentations Responsible group submits PowerPoint slides to the VPSS/VPI office, then it will be posted on PBC website.	February 26, 2016	Administrator, Faculty, Classified
STEP 4. Presentation & Discussion – Part 1 Presentations and group discussion of strengths and weaknesses for the first half of position proposals.	March 2, 2016, 2:10 pm, location TBD	IPC, SSPC, APC, Academic Senate, Classified Senate, and college community
STEP 5. Presentation & Discussion – Part 2 Presentations and group discussion of strengths and weaknesses for the second half of position proposals.	March 8, 2016, 2:10 pm, location TBD	IPC, SSPC, APC, Academic Senate, Classified Senate, and college community
STEP 6. Prioritize faculty positions Academic Senate reviews faculty positions and recommends prioritized list to College President.	March 10, 2016	Academic Senate
STEP 7. Review/Approve Process Integrity PBC votes on integrity of process, then submits strengths and weaknesses to College President.	March 16, 2016, 2:10pm, location TBD	PBC
STEP 8. College President Decision College President announces decision on new positions after consultation with Cabinet.	By March 31, 2016	College President
STEP 9. Interview/Hiring Process Appoint hiring committees.	By April 15, 2016	ASGC and CSEA