Proposed Timeline for Hiring New and Replacement Faculty for 2024-2025

ACTIVITY	RESPONSIBLE	DATE	TIME	COMPLETED BY
Drafts of online job postings initiated by Human Resources. Emailed to the Dept. Chairs and Deans to update and review	HR/Dept. Chairs/ Deans	Monday, January 29, 2024		HR
HR/President/VPAA/VPSA meet with department chairs and deans regarding orientation/goals	Superintendent/ President	TBD		HR
Chairs, Deans, VPAA, VPSA, Controller, VP of HR review/approve online job postings	Chairs/Deans/VP/ Controller/ Superintendent/ President / HR	Monday, February 5, 2024		
Committees formed and receive EEO/legal orientation. Evaluation factors & questions prepared	Department Chairs/Deans/HR	TBD		Department Chairs/Deans/HR
Jobs posted online with NeoED. Promotional brochures distributed, ads placed	Human Resources	Friday, February 9, 2024		HR
EEO Training	Human Resources	Monday, March 4 2024 - Friday, March 8, 2024		
Positions closed	Human Resources	Friday, March 22, 2024		HR
HR Screens for Minimum Qualifications	Human Resources	Monday, March 25, 2024 - Friday, March 30, 2024		HR
Equivalency	Academic Senate	Monday, April 1, 2024 - Friday, April 5, 2024		
HR Releases applications to screening committees	Human Resources	Tuesday, April 9, 2024		
Committee screens/identifies candidates for interview	HR/Area Deans	Tuesday, April 16, 2024 - Friday, April 26, 2024		
Conduct Preliminary Interviews (Zoom)	Committees	Tuesday, April 23, 2024 - Friday, May 3, 2024		
Conduct Preliminary Interviews (In-Person)	Committees	Friday, April 26, 2024 - Monday, May 6, 2024		
Names of a minimum of three (3) unranked candidates forwarded to the Superintendent/President	HR/Area Deans	Thursday, May 9, 2024		
Final Interviews	HR, Superintendent/President, VP, Dean, Chair	Monday, May 6, 2024 - Thursday, May 16, 2024		
Reference Check	Area Dean	Wednesday, May 15, 2024 - Wednesday, May 22, 2024		Dean
Teaching/Employment Verification	HR	Wednesday, May 22, 2024 - Monday, June 10, 2024		Candidate/HR
HR Goal: Submission to July board agenda				
Consideration: If possible, schedule the 1st and 2nd interviews within several days of each other (single trip for candidates).				