Proposed Schedule for Coordinator Positions
(For release time & stipend positions that may be advertised college-wide)
(Academic Senate Approved Fall 2024)

1. September: Identify positions
    a. VPI, VPSS, AVPs, and AS President will meet and identify:
        i. All **current** coordinator positions that are due to **expire** this academic year.
        ii. All current coordinator positions that have proposed job description **changes** (including FTE).
        iii. All **new** coordinator positions that are being proposed for consideration.
    b. Meeting will also include a holistic look at all release time and stipend positions to consider current and future FTE allocations and adjustments. Include grant coordinators in discussion where possible.
    c. Develop and update comprehensive list of current positions, including current coordinators, and term length, to be shared with faculty. Clarify if positions are being funded as ESA, regular load*, or overload (*subject to Performance Review process). Identify source of funds (general, grants, categoricals, SEAP, SESI, GP, Dual Enrollment/HSI etc.).

2. October: Develop job descriptions & provide early notice to faculty
    a. VPI and VPSS approve, reject, edit concepts, initiatives, and FTE/Release time.
    b. VPI, VPSS, and AS President develop and/or revise job descriptions as needed in coordination with area personnel.
    c. AS President notifies faculty of anticipated positions to become available.

3. November: Positions sent to Academic Senate for review
    a. Positions sent to Academic Senate for review (new positions or changes to existing positions to come to the senate for feedback before advertising.)
        i. Please provide detailed job description, including deliverables, and FTE.
        ii. Senate will need at least 2 full weeks for approval, plus lead time for agenda.

4. End of November - December: Advertising, Applications, & Interviews
    a. VPI/VPSS offices will advertise to faculty body. Provide sufficient time and repetition of advertising to solicit interest. Approximate timeline below.
    b. By end of the 1st week in December: Applications Open/Close (two week application period)
    c. Applicants contacted for interviews
    d. Before Fall Semester Ends: Interviews
        i. Additional interviews may be conducted in spring semester, if necessary
5. January: Announce & Transition
    a. Announcements of positions awarded.
6. Spring Semester

a. Transition period from old to new, maximizing time for faculty, staff, and administrators to meet, onboard and orient incoming faculty to the work, and transition to the role successfully.
b. Facilitate college-wide coordinator orientation and/or professional development to promote peer-to-peer networking, support, and mentoring. Invite full-time coordinators to participate, facilitate, or serve as guest speakers.

7. May: Celebrate
   a. Celebrate if it actually goes off like this. ☺

Note: Interim positions may be appointed on an expedited basis by the Academic Senate President in consultation with the Vice President of Instruction and/or the Vice President of Student Services for less than one year to fill immediate vacancies, satisfy new grant opportunities, or support an urgent need.