

Hiring Prioritization Process

Stage 1 - Applications

1. Department Chairs, in consultation with the Division Dean, will identify potential new positions and compose a one-page hiring request with the guide of a rubric.
 - a. Applications will sent be to division offices and the VPI administrative assistant in accordance with semester timelines.

Stage 2 - Screening and Follow-Up Questions

1. Senators of the Academic Senate will review the one-page requests and complete an initial screening.
2. The Academic Senate will gather questions for follow-up after completing the initial screening. These questions will be compiled and answered in a shared document distributed to Senators. The Academic Senate President will be responsible for collecting questions and gathering responses from department chairs.
 - a. This information can be shared with deans upon request.

Stage 3 - Ranking of Position Requests

1. Using the rubric as a guide, constituency groups rank the finalists indicating “yes, no, or maybe” for each candidate. Scoring should align such that highest scores should receive “yes” and lowest “no”, for example.
 - a. Yes, maybe, and no scores should be converted to 2, 1, 0 (as is done for screening committee work).
 - a. The lists from the Academic Senate and Deans will be compiled.

Stage 4 – Final Prioritization List Created

1. Academic Senate President, Campus President, VP of Instruction, and VP of Student Services meet to select the final list of positions that will be filled.

Stage 5 – Academic Senate Debrief

1. Academic Senate President, Campus President, VP of Instruction, and VP of Student Services will provide a debrief to Academic Senate.