To make the hiring process more efficient and equitable, the Academic Planning Subcommittee requests your cooperation in adhering to the following guidelines.

Please develop one prioritized hiring list per campus for Full Time hires. This list should include all requests for Full-time Faculty, Educational Technicians, Librarians, and Counselors. Please send this list along with all hiring justification forms and additional documentation to Stephen Wells (South Campus – swells@ccac.edu) according to the timetable listed below.

Take Special Note

- Retirements: Data on the forms should not be adjusted for projected retirements; forthcoming retirements can be included as part of the narrative justifying additional hiring only if the retiring faculty member has submitted formal notice of retirement to the College.

- Overages: Since the data from the Faculty Staffing Report includes all faculty teaching overages as a part of full-time loads, please adjust all numbers to account for any teaching overages. Attach a current CSAR report with each full time hiring request to support this data.

- Multiple Positions: Complete a **separate** Justification Form for each Full-time Faculty, Educational Technician, Librarian, and Counselor position requested in the same discipline or program at the same campus. Recalculate the full time faculty number(s) for each request after the initial request. Please complete and number the request forms for each position requested. (For example: #1 of 4, #2 of 4, etc.)

- Educational Technicians: If you are requesting a change in status (increase from part time to full time) or a new position for an Educational Technician, please complete the Educational Technician Hiring Justification Form. State the number of full time faculty and the number of lab sections this individual will be managing.

Hiring Timeline

Information to Academic Deans	Wednesday, October 12, 2016
Information from Academic Deans to Dept. Heads	Friday, October 14, 2016
Dept. Heads return hiring requests with required documentation to Academic Deans	Friday, October 21, 2016
Prioritized list of hiring requests (one list per campus) to Academic Planning—Stephen Wells—South Campus	Thursday, November 10, 2016
Academic Planning Subcommittee meeting (initial meeting for Academic Planning Subcommittee members only)	Thursday, November 17, 2016
Academic Planning Subcommittee meeting – Hearing for FT Faculty and Ed Tech Hires	Thursday, January 19, 2017
College Council Meeting – Hiring recommendations are presented to College Council members	Thursday, January 26, 2017

Please feel free to contact Stephen Wells (swells@ccac.edu) or Carolanne Eicher (ceicher@ccac.edu) if questions or concerns arise. We appreciate your cooperation!