

College of San Mateo
Full-Time Faculty Hires
Planning Calendar

Draft - For Discussion Purposes Only

| Step | Action | Responsibility | Prior Year | | | | Current Year | | | | | | | | | | | | Next Year | |
|------|---|-------------------|-----------------|------|-----|-----|--------------|-----|-----|-------|-----|-----|---------------|-----------------|--|--|--|--|-----------|--|
| | | | Spring Semester | Sept | Oct | Nov | Dec | Jan | Feb | March | Apr | May | Fall Semester | Spring Semester | | | | | | |
| 1 | Departments analyze program review data. | Dept Faculty | | | | | | | | | | | | | | | | | | |
| 2 | Departments complete Program Review. | Dept Faculty | | | | | | | | | | | | | | | | | | |
| 3 | Identify program needs including full-time faculty positions. | Dept Faculty | | | | | | | | | | | | | | | | | | |
| 4 | BPC recommends total number of full-time faculty hires for the college. | BPC | | | | | | | | | | | | | | | | | | |
| 5 | President approves total number of full-time faculty hires. | College President | | | | | | | | | | | | | | | | | | |
| 6 | Divisions meet to prioritize full-time faculty requests at the division level. | Division | | | | | | | | | | | | | | | | | | |
| 7 | Instructional Administrators Council prioritizes requests on a college-wide basis. | Ins Admin Coun | | | | | | | | | | | | | | | | | | |
| 8 | Instructional Administrators Council forwards college-wide prioritized requests to President's Cabinet. | Ins Admin Coun | | | | | | | | | | | | | | | | | | |
| 9 | President's Cabinet reviews prioritized requests. | Cabinet | | | | | | | | | | | | | | | | | | |
| 10 | VPI forwards request to College Council to verify that Participatory Governance process was followed. | VPI | | | | | | | | | | | | | | | | | | |
| 11 | College President makes final determination to recommend positions to chancellor for approval by the Board of Trustees. | College President | | | | | | | | | | | | | | | | | | |
| 12 | Screening committees formed for approved faculty positions. | Various | | | | | | | | | | | | | | | | | | |
| 13 | Approved positions are funded in Position Control and Incorporated into Phase III budget. | BPC | | | | | | | | | | | | | | | | | | |
| 14 | Positions are advertised, screening committee interviews applicants. | Screening Comm | | | | | | | | | | | | | | | | | | |
| 15 | Finalists are forwarded to Cabinet; successful finalists are offered position. | Cabinet | | | | | | | | | | | | | | | | | | |
| 16 | New full-time faculty member begins assignment. | Various | | | | | | | | | | | | | | | | | | |
| 17 | Phase IV Budget updated to reflect actual salary and benefit costs. | BPC | | | | | | | | | | | | | | | | | | |
| 18 | Departments assess prior year program planning results including resource requests. | Dept Faculty | | | | | | | | | | | | | | | | | | |

Planning Phase:

- Research
- Planning
- Budgeting and Resource Allocation
- Implementation and Monitoring
- Assessment