

Hello all,

This is your electronic notification to develop your list of confirmed retirements and requested replacement positions. We move into this year with an unclear budget and without having been able to hire all of our on-cycle positions that were prioritized last year. As a result, we must rank all replacement positions in the hope that we can hire *some* replacement faculty. Your confirmed lists (retiree and corresponding off-cycle replacements) are due to the Instruction Office on October 16th by 2PM. Please plan your division council meetings accordingly. Also note that this year the Instruction Council will not be accepting or ranking any IOR (formerly growth) positions.

The Instructional Outlook Report for 2020 is updated and will be posted to the Instruction Office website upon acceptance by College Council. Faculty Hiring Proposal forms are due to IO on 10/16 by 2PM. When writing the proposals, faculty should use data from Program Review, the Institutional Effectiveness Page (and links in the left-hand column), and the Data Dashboard. Several individual data elements are specified from the Trend Analysis Report cited in the Faculty hiring Procedure document, and these should also be considered. Please arrange a Division meeting, following your division's process for choosing these positions in order to arrive at consensus before 2PM on October the 11th.

2020-2021 Instruction Council Hiring Prioritization Process Timeline

Replacement Positions

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|---------------------------------|---|
| September 30 th | Deadline to submit notification of retirement for a ranked replacement position within the division |
| October 1 st | Reminder to deans to develop list of confirmed retirements and proposed replacement positions |
| October 16 th by 2pm | Retiree/Replacement list due to Office of Instruction |
| October 20 th | Instruction Council agendas Replacement list as an action item |
| November 13 th | Off Cycle-Replacement proposal presentations and discussion in Instruction Council |
| November 17 th | Final recommendation forwarded to College Council & Academic Senate* |

*(College Council makes subsequent recommendation(s) to the College President)

Jennifer Zellet and Rob Stevenson on behalf of the Instruction Council