

Hello all,

This is your electronic notification to develop your list of confirmed retirements and requested replacement positions. Your confirmed lists (retiree and corresponding on-cycle replacements) are due to the Instruction Office on October 12th by 2PM. Please plan your division council meeting accordingly. Also note that this year the Instruction Council will be ranking replacement positions.

Regarding IOR (formerly growth) positions - the Instructional Outlook Report ([Add Hot Link](#)) is updated and posted to the IO website. The number of IOR presentations allowed now uses the same formula to determine the number of senators for that division. This can be found on the first page of the Instruction Council Hiring Prioritization document. Faculty Hiring Proposal forms ([Add Hot Link](#)) are due to IO on 10/29/18. Now that the college has several standard sets of data we are moving away from the ARC reports. Use data from Program Review, the Institutional Effectiveness Page and links to the left, and the Data Dashboard. Several individual data elements are specified from the Trend Analysis Report cited in the Faculty Hiring Procedure document should also be considered for IOR position presentations identified below. Please arrange a meeting following your division's process for choosing these positions to arrive at a finding before 2 PM on October 12th.

2017-2018 Instruction Council Hiring Prioritization Process Timeline

Replacement Positions

- | | |
|---------------------------------|---|
| September 30 th | Deadline to submit notification of retirement to retain position within the division |
| October 1 st | Reminder to deans to develop list of confirmed retirements and proposed replacement positions |
| October 12 th by 2pm | Retiree/Replacement list due to Office of Instruction |
| October 16 th | Instruction Council agendas Replacement list as an action item |

IOR Positions

- | | |
|---------------------------|--|
| October 29 th | IOR proposal request forms due to Instruction Office |
| November 9 th | IOR proposal presentations and discussion in Instruction Council |
| November 20 th | Final recommendation forwarded to College Council* |

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

Jennifer Zellet and Rob Stevenson on behalf of the Instruction Council