

## Timeline for ASC and VPI collaboration on appointing faculty to release time positions related to academic and professional matters

Date	Action	Responsibility	Outcome
January	Mid-year check in's with manager and RT faculty	VP, ASC President if necessary	Verify satisfaction with job for <b>both</b> RT faculty and their manager. Collaboratively address issues and create action plan for improvement. Document check-in.
February	Review current RT list and determine vacancies for upcoming fall	VP, ASC President	Recruitment list created
February	Review and update job descriptions as needed. ONLY for upcoming vacancies/recruitments.	VP, ASC President, manager of RT position	RT Job descriptions are updated to reflect current responsibilities and expectations
February	Create RT position announcements and recruitment/interview timeline	VP, ASC President	Announcement written and timeline agreed upon
March	Recruit	VP, ASC President	Be sure to send note to current position-holders with a 'heads up' and encouragement to re-apply.
March	Interview	VP, ASC President, manager	
April -early	Decision made and campus announcemebt	VP, ASC President	
April - late	Job shadowing	RT faculty	
April -late	Fall teaching schedule adjustments as necessary	RT faculty dept chair	
May - early	Committee chair training	ASC President, PD committee, New RT faculty	
May - mid	Verify all committee members for upcoming year	Outgoing RT faculty, ASC, Mgmt council, Classified Senate	
May - late	Thank outgoing RT faculty	VP, ASC President	
August - mid	Onboarding meeting of new RT positions	ASC President, manager	