

Timeline for ASC, and VPI, and DEC/DECC collaboration on appointing faculty to release time/OAS DE-related positions related to academic and professional matters

Date	Action	Responsibility	Outcome
January	Mid-year check in's with manager and RT faculty	VPI, DEC/DECC, ASC President if necessary	Verify satisfaction with job for both 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 needs and identify funding sources for upcoming fall academic year DE-related positions	VPI, ASC President, and DEC/DECC	Recruitment list created
February	Review and update job descriptions as needed. ONLY for upcoming vacancies/recruitments.	VPI, ASC President, manager of RT position and DEC/DECC	RT Job descriptions are updated to reflect current responsibilities and expectations
February	Create RT position announcements and recruitment/interview timeline	VPI, ASC President	Announcement written and timeline agreed upon
March	Recruit and update rubric criteria and interview questions	VPI, ASC President and DEC/DECC	Be sure to send note to current position-holders with a 'heads up' and encouragement to re-apply.
March	Interview	VPI, ASC President, manager and DEC/DECC	
April -early	Decision made and campus announcement	VPI, ASC President and DEC/DECC	
April - late	Job shadowing	RT faculty	
April -late	Fall teaching schedule adjustments as necessary	RT faculty dept chair	
May - early	Committee chair training (if new DEC/DECC)	ASC President, PD committee, New RT faculty DEC/DECC	
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 and DEC/DECC	
August - mid	Onboarding meeting of new RT positions	ASC President, Manager , VPI, and DEC/DECC	

