**Faculty Prioritization Proposal**

References

LMC Box2a

LMC Biology Modified Box2a

DVC Box2a

**Situation**

The current Faculty Prioritization Timeline at Los Medanos College presents challenges by not providing ample time for departmental recruitment and early position offers, placing us at a comparative disadvantage to our counterparts, including DVC and other state Community Colleges. Additionally, the current timeline imposes a considerable workload on faculty members, aligning with our one-year scheduling semester. Furthermore, the existing timeline necessitates faculty engagement in paper screening during the winter break, further complicating the process.

**Proposed Solution**

To address the challenges identified in the current Faculty Prioritization Timeline at Los Medanos College, this proposal contains the following solutions:

1. **Revised Timeline for Recruitment and Offers:** Revise the existing timeline to allow for a more comprehensive recruitment process and facilitate early position offers. By doing so, we can ensure that our institution remains competitive with other colleges, especially those, such as DVC, which may have earlier recruitment timelines.
2. **Revised Workload Distribution:** Reevaluate the workload distribution among faculty members by decoupling it from the one-year scheduling semester. Consider implementing a staggered approach that distributes responsibilities more evenly throughout the academic year, reducing the burden on faculty during critical periods.
3. **Alternative Screening Period:** Explore the possibility of moving the paper screening activities to a more convenient time that does not encroach upon the winter break. This adjustment would alleviate the strain on faculty members and allow them to enjoy a well-deserved break while maintaining the quality of the screening process.

By implementing these solutions, Los Medanos College can enhance its Faculty Prioritization Timeline, fostering a more competitive and supportive academic environment for both faculty and the institution as a whole.

**Proposed Timeline**

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| **When** | **Activity** | **Responsible Party** |
| 03/01/24 | Review and Update Box2A Forms | Office of Instruction |
| 03/11/24 | Send out notification of Box2a process to faculty | Office of VPI |
| 04/17/24 | Box2a Part 1 is due the Deans | Department Faculty |
| 05/03/24 | Box2a Prioritization committee meets | Box2A Committee |
| 8/1-8/15/2024 | Hiring Priorities announced | President |
| 08/30/24 | Box2a Part 2 is Due to the Deans | Department Faculty |
| 09/16/24 | Post Job announcements | Office of Instruction/HR |
| 10/31/24 | Screening Interview Questions Due | Department Faculty |
| 11/15/24 | Job Announcements Close | HR |
| 11/18-11/27/24 | MQ Screening (two weeks) | District HR |
| 12/2-12/13/24 | Paper Screening (two weeks) | Department Faculty |
| 12/13/24 | Fall Classes End |  |
| 01/6/25 | Candidates Invited to Interviews | Office of Instruction/HR |
| 2/3-2/21/25 | Screening Interviews (3 weeks, Staggered Weekly Recruitments) | Office of Instruction |
| 2/10-3/7/25 | Final Interviews and Reference Checks (3-4 Weeks) | Office of the President, VPI |
| 2/24-3/28/25 | Meetings with Screening Interview Committees and Employment Offers | Office of the President, VPI |
| 04/1/25 | Final Transcript, Employment Verification, Salary Placement HR Processes | HR |
| 06/01/25 | Hiring Materials Due to District Office for 4CD June Board Approval | HR |

**Steps**

1. Office of Instruction reviews and approves timeline.
2. Department Chairs give feedback on timeline.
3. Faculty Prioritization Committee provides feedback on timeline.
4. Revisions are made if necessary.
5. Final version is forwarded to President’s office for approval.
6. Vice President’s office announces final timeline to faculty.