

FY '09 Full-Time Faculty Hiring Timetable

2010 Fall Appointments Activity	Date	Responsibility
Faculty Positions approved in Budget	July 2009	ACC Board of Trustees, President
Faculty Positions sent to HR	August 2009	Finance & Budget Director
Position disciplines identified and sent to HR	August 2009	VP
HR creates new Faculty job requisitions and job descriptions.	Tuesday, August 4, 2009	HR
Send Faculty Requisitions to Department Chairs and Deans for review in e-Hire.	Tuesday, August 4, 2009 – Tuesday, September 15, 2009	HR
Edit and approve Faculty Requisitions in e-Hire. Position descriptions can be created, edited, and proofed in e-Hire for job postings.	Wednesday, August 5, 2009 – Wednesday, September 19, 2009	Deans and Dept. Chairs
Submit names of Professional/Trade Journals; Specialized electronic websites to HR	Tuesday, August 4, 2009 – Friday, October 30, 2009	Deans and Dept. Chairs
Post Faculty positions on the ACC Website	Friday, September 18, 2009	HR
Link Faculty Positions on Faculty and Adjunct Faculty website. Send notice to all Faculty	Friday, September 18, 2009	HR

2010 Fall Appointments Activity	Date	Responsibility
External Advertising	Tuesday, September 22, 2009 – Monday, December 21, 2009	HR
Notice to Form Hiring Committees	Friday, September 18, 2009	HR
Deadline for formation of Hiring Committees	Friday, October 30, 2009	Deans
Approval of Hiring Committees	Friday, November 6, 2009	VP
Faculty Hiring Committee Training and e-Hire Training (enroll online for training)	<p>Thursday, November 13th, 2009 Thursday, November 20th, 2009</p> <p>Location: HBC, room 103.6 Times: 1:00 p.m. -2:30 p.m. *Additional Committee Training may provided upon request. Contact ebreedlo@austincc.edu</p>	Committee Chairs (committee members are welcomed)
Application Packets Released to the Deans and Committee Chairs	<p>Friday, November 6, 2009</p> <p>Future applications will be released online on each Monday of week until the Monday <u>after</u> a position closes.</p>	HR
Initial Position Closing Date	<p>Friday, January 8, 2010: <i>Closing dates may be extended at department request.</i> <i>Earlier closing dates must be requested and approved at the time of posting.</i></p>	Dept. Chairs/HR
Review of applications by committees.	Monday, November 9 2009 – Friday, January 29, 2010.	Dept. Chairs
Deadline to Complete Interviews and Reference Checks	Friday, February 19, 2010	Dept. Chairs
Deadlines for Submitting Committee recommendations to the Dean	Monday, February 22, 2010	Dept. Chairs

2010 Fall Appointments Activity	Date	Responsibility
Dean Recommendation to VP; VP provides info to HR for background checks	Friday, February 26, 2010	Deans/VP
VP Recommendations to President	Friday, March 5, 2010	VP
President Approves Employment Recommendations	Friday, March 26, 2010	President
HR conducts background checks; notify VP and President of any problems	Friday, March 12, 2010 – Monday, March 29, 2010	HR
Deadline for Placement/HR Offer Letters	Friday, April 9, 2010	HR
Deadline for Applicant Acceptance	Friday, April 16, 2009	Applicant
HR Compiles List of New Faculty	Friday, April 23, 2010	HR
Distribute to Administration, Deans, and Depart. Chairs	Monday, April, 26, 2010	HR

***Advertising may be extended depending upon departmental needs.
This schedule may be accelerated with the approval of the VP.**

HR advertises all Faculty Positions in the following print and online publications:

**Chronicle of Higher Education
Community College Week
Diverse Issues in Higher Education
Diversejobs.net
HigherEdjob.com
Hispanic Outlook for Higher Education**

Other Important Dates

**Winter Break Begins: Tuesday, December 22, 2010
Spring Semester Begins: Tuesday, January 19, 2010
Spring Break Begins: Monday, March 15, 2010**