Continuing Contract Portfolio Process Timeline

Aug-Sept

Notice for Intent

August 1- 60 Day Notice for letter of intent.
September 1- 30 Day Notice for letter of intent.

Oct

Letter of Intent

October 1- Letter of Intent is sent to Director or Chair.

Nov-Dec-Jan

90 Day Window

Training- Chairs, Directors and Deans will be trained on portfolio process and forming Review Committees.
November 1- 90 day notice for CC submission.
December 1- 60 day notice for CC submission.
January 1- 30 day notice for CC submission.

Feb

CC Submission

February 1- CC is submitted to Chair or Director.

Feb

Submission

February 8- Chair or Director will submit the CC to Dean (If the 8th falls on a weekend submit by next business day).

Feb

Committee

February 15-22 Dean will form a Review Committee.
Training- Review Committee will receive training and begin review of the CC portfolio.

March

Review Completed

March 1- Review Committee has completed review and submits recommendation to Dean. Dean begins their individual review of portfolio.

March

Review Completed

March 31- Dean has completed review and submits recommendation to VPAA and AVPAA.

April

Review Completed

April 15- VPAA and AVPAA has completed review and submits recommendation to President

April

Board Recommendation

April 30- President makes recommendation to Board. Board makes final CC decision

May

Final Notification

May 10- Faculty is notified of CC decision