Skyline College

2023-2024 SKYLINE COLLEGE FTEF ALLOCATION PROCESS AND TIMELINE

STEP	DATE	ACTIVITY	NOTES
1.	Week of Aug 7	FTEFAC Leadership Meeting	VPI Co-Chair, Faculty Co-Chair, Sherrie P.
2.	Spring 2023 Reminder: Week 1 of Fall 2023	Full-time faculty request form and committee process sent out to Division Deans for dissemination	Forwarding requests and priority should be developed in consultation with division faculty
3.	9/11/23	FTEFAC Orientation Meeting • Approve committee process	Orientation meeting is mandatory for FTEFAC members
4.	September & October Division Meetings	Division Meeting Discussions to verify and approve list of faculty positions	
5.	10/9/23	Full-time faculty request forms are DUE	Forms are sent to FTEFAC Co-Chairs (VPI Co- Chair & Faculty Co-Chair). *Co-Chairs will disseminate the packets to committee by 10/13/23.*
6.	**Updated: 10/24/23 & 10/26/23** ~~10/25/23 & 10/26/23~~	Deans/Faculty Presentations of Position Requests	5-minute presentation (each position) including time for clarification questions
7.	11/6/23	FTEFAC Discussion & Ranking Meeting	Mandatory meeting for FTEFAC. 1-4 pm
8.	11/9/23	Co-Chairs present the FTEFAC recommendations to SPARC	
9.	11/15/23	Co-Chairs presents to FTEFAC recommendation to CGC	
10.	11/16/23	Co-Chairs present the FTEFAC recommendations to Academic Senate	
11.	TBD	FTEFAC Spring 2024 Meetings (if needed)	
12.	TBD	President's communication to campus on final recommended rankings. A comprehensive email to the campus community will be shared on all position requests with rationale for not following the rankings and replacement hires that were approved outside of the FTEFAC process.	