

# Full-Time Faculty Recruiting Timeline

Subject to revision

Guidelines and Cover Sheet for Full Time Faculty Searches is posted on the Academic Affairs Webpage

<https://www2.naz.edu/academic-affairs/academic-information-faculty/>

**March 1** Proposals for faculty searches due from Chairs to Deans for searches for the following year. Refer to Academic Affairs webpage.

**April 1** Proposals with priorities from Deans to VPAA.

**April 30** Tentative faculty hiring plan completed by VPAA based on submissions; departments can begin working on plans for recruiting including attention to diversity hiring goals.

## Timeline for Posting Positions:

**Please Note:** Departments determine which posting date works best for their programs. Complete and accurate documentation must be forwarded to Laura Putnam in order for positions to be submitted in a timely manner with HR, the Chronicle, Inside Higher Education and other official publications. Documentation received after the stated date will be deferred to the next posting date.

**August 1** First date for departments to submit job postings to VPAA for HR, the Chronicle and other official publications.

**August 15** Second date for departments to submit job postings to VPAA for HR and other official publications. Postings received by this date will be held and posted in the September 1<sup>st</sup> Chronicle submission.

**September 1** Third date for departments to submit job postings to VPAA for posting by HR, the Chronicle and other official publications. **Please note: This is the final date for ads to be posted in the Chronicle.**