

**Probationary Faculty/Librarian Position Request Schedule**  
**Searches to be conducted during 2019/20 for appointments effective 2020/21**

<b>Initiator</b>	<b>Recipient</b>	<b>Forms/Attachments</b>	<b>Deadline</b>
Department	Dean	<b>Form 200: Position Request (Probationary Faculty Unit Employee)</b> APS sets-up a Google Team Drive for each college. Departments submit Position Request <u>electronically</u> to College Personnel Analyst. Requests must include the Form 200 <b>AND</b> all required attachments listed on the Form 200. Incomplete Position Requests will not be considered. The College Personnel Analyst receives and uploads forms to the college Google Team Drive for review by the Dean.	February 28, 2019
Dean	AVP for Faculty Affairs	Dean reviews Position Requests and prioritizes them on a memo to the Provost, indicating ranking of positions, identifying any special needs or circumstances that would affect recruitments and hires, and any other budgetary concerns.  Dean's Office uploads memo to Google Team Drive.	March 14, 2019
AVP for Faculty Affairs	Provost	AVP for Faculty Affairs reviews all Position Requests for completeness.	March 22, 2019
Deans Council	Provost	Deans Council meets with Provost and AVP for Faculty Affairs to discuss and recommend Position Requests.	April 1, 2019
Provost	Deans	Provost reviews submissions and announces to the Deans the decision on Position Requests.	April 5, 2019