This schedule provides deadlines for some of the main steps in the Temporary Pool search process. Detailed descriptions are available within the Search Procedures and Guidelines document. Any of these steps can be accomplished earlier than the deadline but all steps must be completed.

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<th>✓</th>
<th>Date</th>
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<tbody>
<tr>
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<td>Prior to February 1st</td>
<td>Department decides they want to refresh their lecturer pool and establishes the hiring committee.</td>
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|      | Prior to February 28th      | Deadline to attend informational meetings with Faculty Affairs to discuss recruitment strategy and diversity goals. Meetings are held in the Academic Affairs Conference Room from **12-1 pm** as follows:  
- Friday, February 9th  
- Wednesday, February 14th  
- Friday, February 16th  
- Tuesday, February 20th  
At least 1 of the following is **required** to attend the informational meeting:  
- Chair of the search committee  
- Any member of the search committee | 2      |
|      | No later than March 2nd     | Jobs posted by March 9th  
Submit Endorsement Packet to Faculty Affairs, signed by the School Dean & Search Committee Chair. Includes:  
- Endorsement for Position Opportunity Announcement form  
- Lecturer Professional Qualifications & Duties of the Position form  
- One page recruitment and advertising strategy  
- Advertising Request form and ad copy (optional)  
- Interview Questions and criteria  
**Jobs must be posted for a minimum of 30 days.** | 4      |
|      | No later than April 19th    | Lecturer PAF's must be reviewed. (Prior to submission of Approval to Interview Form) | 2      |
|      | No later than April 20th    | Approval to Interview for Faculty Positions form must be submitted to Faculty Affairs/Associate Vice President for approval. | 5      |
|      | No later than May 18th      | Submit Recommendation for Temporary Faculty Pool form to Faculty Affairs. | 6      |