Dear American River College Faculty,

This is a joint communication from the Academic Senate and the Office of the Vice President of Instruction.

The Fall 2025 Faculty Prioritization Process will be an online system similar to what was used in Fall 2023 and Fall 2024, utilizing guiding questions that were developed in 2021 in partnership with the Academic Senate.

The tentative timeline for the Faculty Prioritization Process is as follows:

Procedure	**Responsible Party**	**Deadline**
Availability of Online Faculty Request Form	Vice President of Instruction and Academic Senate President	September 19, 2025
Completed Online Faculty Request Form	Department Chair and Deans	October 14, 2025
Verification of Online Faculty Request Form and Missing Submissions	Vice President of Instruction and designees	October 20, 2025
Review of Faculty Request Forms	Area Deans / Senators	October 21 through November 2, 2025
Presentation of Faculty Requests at Academic Senate Meeting	**Academic Senate President, Vice President of Instruction and Deans**	**October 23, 2025**
Rankings from Senators and Deans Due	Area Deans / Senators	Monday, November 3,2025 at 5 pm

Academic Senate Affirmation	Academic Senate President	November 6, 2025
Rankings presented to the College President	Vice President of Instruction and Academic Senate President	November 11, 2025
Announcement of Spring 2025 Faculty Hires	College President	Tentatively - Week of November 24, 2025
Completion of Job Descriptions for each Faculty Request	Department Chair and Deans	December 4, 2025

The link for the Faculty Prioritization Process is here:
https://apps.arc.losrios.edu/FacultyPrioritizationProcess

The link is also available under the "Faculty Prioritization Process" tab on the Office of the Vice President of Instruction website:

https://inside.arc.losrios.edu/collegewide/office-of-the-vice-president-of-instruction

Sincerely,

Veronica Lopez
Professor, Nutrition
Academic Senate President

Angela Milano
Vice President of Instruction

Sent Bcc ARC-FT-Faculty, DO-ADJ-Faculty, ARC-Administrators-Supervisors