



**PERALTA COMMUNITY COLLEGE DISTRICT**  
Faculty Hiring Process, College Checklist per Administrative Procedure 7121

Position: \_\_\_\_\_

College: \_\_\_\_\_

**PLEASE COMPLETE PART I & PART II FOR EACH PERMANENT FACULTY POSITION.**

**I. Consultation for Position Identification and Approval (7121, Section III)**

If the position already exists, please provide the name of the prior incumbent.

\_\_\_\_\_ *(Name of prior Incumbent)*

College Academic Senate President	_____	_____
	(Signature)	(date)
Local College PFT Representative(s)	_____	_____
	(Signature)	(date)
College Department Chair (if any) or Discipline Representative	_____	_____
	(Signature)	(date)
College Dean of the Discipline	_____	_____
	(Signature)	(date)
College Vice President (Instruction/Student Services)	_____	_____
	(Signature)	(date)
College President	_____	_____
	(Signature)	(date)

**II. Consultation for Position Description and Announcement (7121, Section IV)**

College Academic Senate President	_____	_____
	(Signature)	(date)
College Department Chair (if any) or Discipline Representative	_____	_____
	(Signature)	(date)
College Dean of the Discipline	_____	_____
	(Signature)	(date)
College Vice President (Instruction/Student Services)	_____	_____
	(Signature)	(date)
College President	_____	_____
	(Signature)	(date)

**This form is to be attached to the draft job description that is submitted to the Office of Human Resources along with the PA/Request to Advertise form.**