**Golden West College
Fall 2022 Mid-Cycle Timeline**

**FALL 2022**
09/27/2022 Senate Approval of Mid-Cycle Template/Process
09/28/2022 Approval of Mid-Cycle Template/Instructions by President’s Cabinet

09/29/2022 Distribution of Mid-Cycle Template/Instructions
10/01–10/29/2022 Data Coaching appointments available through CIL
10/31/2022, 5pm Mid-Cycle Request Drafts due to Dean/Manager/VP/Academic Senate for feedback
11/07/2022, 5pm Feedback from Dean/Manager/VP/Academic Senate due to Author
11/14/2022, 5pm Final Mid-Cycle requests due to IEC/VP’s/Academic Senate

11/22/2022 Q&A

11/28/2022 VP review and assign requests to appropriate Committee Chairs for Spring work

11/29/2022 Senator Ratings due by 4pm

12/6/2022 Academic Senate – Special Meeting: Review Rankings

12/13/2022 Invite Tim to attend AS meeting for Faculty Hiring update

By 12/16/2022 Committees ask for clarification on requests (if necessary) in preparation for Spring work

**SPRING 2023**

03/03/2022 Committee recommendations due to Planning and Budget Councils (Joint meeting)

**INSTRUCTIONS**

[**Mid-Cycle Request Forms**](http://research.gwchb.net/?page_id=81#Forms)

There are different forms based on the type of request:

* Faculty
* Classified Staff
* Facilities, Technology, or Equipment

Remember to fill out one form per request

* + If requesting three (3) faculty, fill out three (3) faculty requests.
	+ If requesting Facilities, Technology or Equipment, fill out one form per request.
		- One form for Facilities
		- One form for Technology
		- One form for Equipment
	+ If requesting multiple pieces of Equipment, fill out one form per request. (e.g)
		- Equipment Request #1
		- Equipment Request #2