Instruction Council Hiring Prioritization Process
2015/2016

Hiring Prioritization Information Packet

The Instruction Office and the co-chairs of the Instruction Council collaborate to produce the "Hiring Prioritization Information Packet" and distribute the packet by Institute Day in the fall semester each year. The HPIP contains the following:

- Dates for all Instruction Council Meetings with deadlines for material submissions
- All instructions, forms, and proposed rubric used in the current year's prioritization process
- The Institutional Outlook Report (prepared by the Instruction Office)

Institutional Outlook Report

The Institutional Outlook Report informs both the proposal and ranking processes. Faculty and Deans should use the report to strengthen each Faculty Hire Proposal. The Instruction Council members should use the report to inform their analysis of each proposal in order to score/rank positions. The Institutional Outlook Report will define areas for assessment on the Position Ranking Score Sheet. The areas may include, but are not limited to:

- Potential for Student Demand to be Met by Alleviating Enrollment Bottlenecks
- Establishing or Maintaining an Innovative Program Driven by Community Needs
- Potential for Improving the Overall Student Success at the College
- Need to Address Significant Achievement Gaps

Mandated Positions

A mandated position is defined as such when a program is required, by state, federal or local regulations, to maintain a number of faculty members in order to operate and award degrees or certificates. If the college is not compliant with the regulation, the program cannot be offered. Mandated positions are not defined by suggested faculty ratios cited by professional discipline organizations.

Ranking Process

1. Divisions identify up to 5 Growth Positions (This limit may be adjusted in years that have excellent budget growth) and complete a Faculty Hire Proposal Form for each position. The maximum length of each proposal is one page (no less than 10 point font). Regardless of availability of different funding sources, divisions may only submit the agreed upon total of proposals. The growth positions are ranked by division members and the ranking/forms are forwarded by the dean to the Instruction Office for collation and distribution to the Instruction Council.

2. The Instruction Office compiles a packet of completed Faculty Hire Proposal Forms for Growth Positions, including division ranking order lists. The packets are distributed to the Instruction Council. Deans/division spokespersons present the merits for each Growth Position Proposal from their respective areas at a meeting of the Instruction Council (see below).

3. After the presentation meeting, the Instruction Council Members review and score each Growth Position Proposal by using the Hiring Prioritization Scoring Form. Instruction Council Members use the Institutional Outlook Report as a resource when performing the analysis on each proposal.

4. Instruction Council Members individually submit their rankings and scores for the Growth Position Proposals (ranking ties must be broken). The Instruction Office compiles both the rankings and the scores and the results are shared with the IC membership. The results of the Instruction Council membership ranking process are discussed, and the final list is approved and forwarded to the College Council, the Academic Senate, and the College President.

Growth Position Presentations

Each division will be allowed to present a maximum of five positions and will be given a maximum of 15 minutes (maximum of 5 minutes per position). The presentation must include references to the Data Elements for Trend Analysis Report citing the benefits of hiring the proposed position. The data elements are (data will be provided for the 3 previous years):

- Number of Full Time Faculty Members in Discipline
- FTEF
- Number of Program Sections
- Number of Sections and Percentage Taught by Adjunct Instructors
- Number of Sections and Percentage Taught by Full---Time Instructors
- Number of FTES the Program Generated in the Previous Fall Semester
- Instruction Cost Per FTES (Instructional Cost Analysis Report)
- Student Success Data
- Retention Rate
- Success Rate
- Disproportionate Impact Data
- Fill Rates
- WSCH/FTEF
- Number of Majors
- Number of Degrees / Certificates Awarded Each Year
- Student to Faculty Ratio (for non---instructional programs, if applicable)
- Full Time to Part Time Faculty Ratio (for non---instructional programs, if applicable)

The Data Elements for Trend Analysis Report will be prepared by the college research area and placed in a standardized format for the Instruction Council to review when ranking.

IC Scoring Sheet Elements

- **Data Elements Trend Analysis Report** – Degree to which the data and narrative supports the assertion that the program is contributing to student success and addressing achievement gaps at the college (20 points).

- **Department Curriculum, Planning and Assessment** – Is the discipline area current with its Curriculum Revision/Development, Program Review and Assessment work? Deficient in several areas award (0 points). Completed review work and assessment results used to improve courses and programs, planning and assessment work product serves as a model for college award (20 points).

- **Community Connection** – Does the program fulfill a need in the community? Program operates without periodic connection to the community award (0 points). Program has community advisors (if required), trains students for available jobs in the community, provides workshops, presentations or performances that engage community members, prepares students to transfer to a four---year institution award (20 points).

- **Institutional Outlook Elements** – Degree to which the proposal fulfills the criteria defined in yearly Institutional Outlook Report (20 points).

Emergency Temporary Hires

Emergency hires can be considered up to one year. For both planned and unplanned faculty separations that are announced or occur after September 30th a Full---time Emergency Hire Position can be requested by the dean and reviewed by the appropriate Vice President at any time. Criteria that may used in the decision making process include the availability of adjunct instructors in the discipline, number of sections / students affected, loss of FTES generation, impact to student success, practicality of filling the position in a timely manner, and the overall college budget picture. The Vice President and President will meet in order to review the request. A brief rationale for the approval or denial of the request will be provided to the dean and Instruction Council.

In the event of an untimely faculty death the position will be considered as a replacement position during the next cycle of hiring prioritization.

Retirement Announcement Timeline and Replacement Positions

The deadline for announcing a retirement is September 30th each year. This applies to faculty members who intend to retire at the end of the spring semester or the end of the following fall semester. For instance, a faculty member wishing to retire at the end of the spring semester in 2018 must announce their retirement by September 30, 2017. The replacement faculty for this example would be hired for the 2018---2019 academic year. Likewise, a faculty member wishing to retire in December of 2018 must announce their retirement by September 30, 2017. The replacement faculty for this example would be hired for the 2019---2020 academic year.

If the above deadlines are met, the vacated position will remain within the retiree's division for discussion and assignment as a Replacement Position during the hiring prioritization process. If the deadlines are not met, the position will revert to a college---wide Growth Position (although an Emergency Temporary Position can be requested).

The Instruction Council will meet during the fall semester in order to review and approve the Replacement Position proposals forwarded from their respective divisions. The list of Replacement Positions will then be forwarded to the College Council, the Academic Senate, and the College President.

Summary of Timelines

Replacement Positions

September 30th – Deadline to submit notification of retirement to secure replacement position
October 1st – Electronic notice to deans to develop list of confirmed retirements and requested replacement Positions
October 13th – Retiree/Replacement list due to Office of Instruction
October 20th – Replacement list goes to Instruction Council

Growth Positions

October 27th – Forms requesting growth positions due to Instruction Office
November 3rd – Requests for growth positions discussed in Instruction Council