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4/83/22/15 revised

Hiring Prioritization Instruction Council Process – Growth Positions

Hiring Prioritization Information Packet

The Instruction Office and the Chair and Co-chairs of the Instruction Council collaborate to produce the “Hiring Prioritization Information Packet” and distribute the packet by Institute Day prior to the second IC meeting in the fall semester each year. The HPIP contains the following:

- Dates for all Instruction Council Meetings with deadlines for material submissions.
- All instructions, ~~rubrics and forms~~, and proposed rubric used in the current year’s prioritization process.
- The ~~Institutional~~ Instructional Outlook Report (prepared by the Instruction Office)
- Template for required presentation data elements PowerPoint slides

~~Institutional~~ Instructional Outlook Report

The ~~Institutional~~ Instructional 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 Instruction Outlook Report will define ~~one or two~~ areas for assessment inclusion 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 Will the position 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.

{Are there other mandates we should consider? Recommendations by ACCJC are / are not considered mandates?}

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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, Academic Senate and Deans' Cabinet](#).

- ~~2. The Academic Senate and Deans' Cabinet may consider the positions and division rankings and provide input that can be considered by the Instruction Council in the ranking process.~~
- ~~3.2. The Instruction Office compiles a packet of completed Faculty Hire Proposal Forms for Growth Positions, including division ranking order lists, and any input provided by the Academic Senate and the Deans' Cabinet. 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).~~
- ~~4.3. 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 Instructional Outlook Report as a resource when performing the analysis on each proposal.~~
- ~~5. 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 two preliminary lists are finalized prioritized lists (Instructional, Non-Instructional and Categorical) are developed – Instructional Positions and Non-Instructional Positions. The two lists are synthesized by the Instruction Council, and one final list is approved, approved and forwarded to the College Council, the Academic Senate, and the College President. President.~~

Ranking in Categories

~~The Instruction Council members will rank Tenure Track Growth positions in three categories: Instructional, Non-Instructional, and Categorical. The three lists approved by the Instruction Council are then forwarded to the College Council, the Academic Senate, and the college President and President of the College for review. Funding positions from each list is not guaranteed as a result of the process.~~

4.

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 required data elements trend analysis report](#) ~~PowerPoint Slides~~ citing the benefits of hiring the proposed position. ~~Two slides must use the Template for Required Presentation Data Elements.~~ The required data elements are ([trend analysis will be provided for the 3 previous years data will be used from the previous fall semester](#)):

- 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)

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- Student Success Data (Should we compare to college or state average?)
 - Retention Rate (Report Name)
 - Success Rate
 - Disproportionate Impact Data (Report Name)
- Fill Rates (Source?)
- WSCH/FTEF (Source?)
- Number of Majors (Source?)
- Number of Degrees / Certificates Awarded Each Year the Previous Year (Source?)

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Trend Analysis?

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The In addition, the above Should R-Required Data Elements Trend Analysis Report will be prepared by the college research area and will be placed in a standardized format on a spreadsheet for the Instruction Council to review when ranking, instead of inclusion on the PowerPoint slides?

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IC Scoring Sheet Elements

- **Required Data Elements Trend Analysis Report Student Success and Retention** – How do program numbers compare to college/state wide numbers? Significantly below college/state average, award 0 points. Significantly above College average, award 20 points. 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 Instruction Outlook Element One** – Degree to which the proposal fulfills the cCriteria defined in yearly Institutional Instructional Outlook Report (20 points maximum).

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~~Instruction Outlook Element Two~~ – Criteria defined in yearly Instructional Outlook Report (20 points maximum)

- ~~Student Success and Equity~~ – How do we ask about this?

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Emergency Temporary Hires

Emergency hires are generally considered one-semester hires. 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 anytime. Criteria that may be 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 subsequent year the position will be considered as a replacement or growth position (?).

In the event of an ~~Late Announcement = Growth Position ??~~

~~untimely faculty death or Medically Related Separation the position will be considered as a replacement position during the next cycle of hiring prioritization. = Replacement Position??~~

Address those who announce separation prior to Sept. 30th still goes through dean emergency request process.

Retirement Announcement Timeline

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 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.

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