

MJC 2022-2023 Faculty Hiring Information Packet

Hello all,

This is your electronic notification to develop your requests for replacement positions and requests for other full-time, tenure-track faculty positions (referred to as IOR positions).

As with the past few years, we will be ranking replacement positions and IOR positions separately. Following the ranking of each list, per Dr. Bandyopadhyay's request, the Hiring Prioritization Committee will incorporate the two separate lists into a single hiring list and submit it to the President's office for consideration.

Replacement Positions: For this round of hiring, replacement positions are identified as those that were filled by tenured or tenure-track instructors in Fall 2021 who are no longer in those roles through retirement or other separation from employment. The list of replacement positions will be verified at the Deans Cabinet meeting on Tuesday, October 11. Replacing each position, however, is *not automatic*. **By Monday, October 17, at noon, a Faculty Hiring Proposal Form must be submitted to the Office of Instruction describing the need to fill this position with a tenure-track replacement.** All replacement requests must illustrate how the position will be modernized to serve the *future* students of MJC, as opposed to simply replicating the previous position. A position in an entirely different field may not be proposed as a replacement. (Please confer with the co-chairs if clarification is needed on a specific modernization that may appear quite different from the person being replaced.)

IOR Positions: Other positions requested should illustrate how they align with the current and future needs of the college and its students, the priorities of the Instructional Outlook Report, your program review, and the needs of the communities that we serve. **By Friday, October 28, at noon, a Faculty Hiring Proposal Form must be submitted to the Office of Instruction for each IOR Position Request.** Special consideration will be given to positions that qualify for state-provided New Faculty Funds, namely those that are converting a full load of courses currently taught by part-time and overload faculty to the base load of a tenure-track faculty member.

Resources: Refer to the following resources in developing your proposal.

- The [Instructional Outlook Report](#)
- The [Faculty Hiring Prioritization Process](#)
- The [Faculty Hiring Proposal Form](#)
- **Data Sheets** – To provide apples-to-apples comparison of data across instructional faculty proposals, the PRIE office will prepare a two-page Data Sheet for each department requesting a replacement or IOR position. PRIE will also prepare a two-page Data Sheet illustrating college-wide results for use by counseling, library, and other areas serving the institution at large and also to serve as a standard of comparison for individual departmental proposals.
 - PRIE is not able to build one for *every* department – only those proposing positions. Data sheets will be provided by request only.
 - PRIE is on the verge of publishing dashboards that will allow you to more fully delve into data supporting your proposal. These should be released soon.

2022-2023 Hiring Prioritization Process Timeline

- September 30th Deadline to submit notification of retirement for a replacement position
- October 7th Reminder to faculty and deans to develop proposals for replacements and IOR positions
- October 11th Deans Cabinet will finalize list of replacement slots and **Data Sheets will be prepared for each one**
- October 17th-Noon Replacement Hiring Prioritization Forms due to Office of Instruction.**
- ALSO – Requests for Data Sheets should be made to the Office of Instruction for IOR positions (email to Manny Walsh)**
- October 18th Hiring Prioritization Committee reviews replacement proposals
- October 28th-Noon IOR Hiring Prioritization Forms due to Office of Instruction**
- November 1st Hiring Prioritization Committee finalizes ranking of replacement proposals
- November 3rd-Noon School-level ranking of all school IOR position requests due to Office of Instruction**
- Friday, November 4th IOR proposal presentations by departments (12:30 pm until it's done!)**
Discussion of presentations by Hiring Prioritization Committee
- November 15th Hiring Prioritization Committee finalizes ranking of IOR positions, interweaves this list with the ranked list of Replacement positions, and sends its recommendation to College Council, the Academic Senate, and the College President.

Professionally,

Brian Sanders and Jessica Brennan, on behalf of the Hiring Prioritization Committee, as authorized by the Academic Senate