

Faculty Hiring Prioritization Process

2022-2023

Hiring Prioritization Information Packet

The Instruction Office and the co-chairs of the Faculty Hiring Prioritization Committee collaborate to produce the "Hiring Prioritization Information Packet" and distribute the packet immediately following the second Hiring Prioritization Committee meeting in the fall semester each year. The HPIP contains the following:

- Calendar and Deadlines for the Hiring Prioritization process and for material submissions
- All instructions, forms, and proposed rubric used in the current year's prioritization process
- The Instructional Outlook Report (prepared by the Instruction Office, accepted by College Council)
- Data Elements

Instructional Outlook Report (IOR)

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

- Meeting student demand
- Establishing or maintaining an innovative program driven by community, industry, or transfer needs
- Improving the overall student success at the college
- Need to address significant achievement gaps

Mandated Positions

A mandated position(s) is required, by state, federal or local regulations to maintain the number of faculty members needed to achieve compliance, to award degrees or certificates, or to retain a critical function. Mandated positions are not defined by faculty ratios recommendations cited by professional discipline organizations.

Ranking Process

The number of IOR position proposals per school will not be limited, however the presentations will still be limited to a maximum of 15 minutes, no matter how many positions are requested. Schools include each of the 9 instructional schools and the internal School of Counseling. Additionally, the Library and Learning Center, which is not a part of a school, may also propose an IOR position. Schools will identify IOR Positions and complete a Faculty Hire Proposal Form for each position. Each school will be limited in presenting up to 15 minutes, no matter how many positions they are requesting.

1. The Faculty Hire Proposal Form is a two-page, fillable pdf document, with font size set at 10 points. Each position proposal must be individually submitted on this form. The IOR positions are ranked by school members and the ranking/forms are forwarded by the dean to the Instruction Office for collation and distribution to the Hiring Prioritization Committee.
2. The Instruction Office compiles a packet of completed Faculty Hire Proposal Forms for IOR Positions, **including school ranking order lists**. The packets are distributed to the Hiring Prioritization Committee. Deans/school or division spokespersons present the merits for each IOR Position Proposal from their respective areas at a Hiring Prioritization Committee meeting (see below).

3. After the presentation meeting, the Hiring Prioritization Committee Members review and score each IOR Position Proposal by using the Hiring Prioritization Scoring Form. Hiring Prioritization Committee Members use the Instructional Outlook Report as a resource when analyzing each proposal
4. Hiring Prioritization Committee Members individually submit their rankings and scores for the IOR Position Proposals. The faculty co-chair's ranking and scores will only be used to break ranking ties when needed. The Instruction Office compiles both the rankings and the scores, and the results are shared with the Hiring Prioritization Committee membership. The results of the Hiring Prioritization Committee membership ranking process are discussed, and the final list is approved and forwarded to the College Council, the Academic Senate, and the College President.

IOR Position Presentations

Each school/division will be allowed a maximum of 15 minutes (based on a maximum of 5 minutes per position). If a school proposes more than one of the same position, they may designate the total time as they see fit. When presenting more than one of the same position it is the responsibility of the school to explain how much capacity/function would be gained with each hire so that committee members can understand the benefit of each hire in serving students. The presentation must include a slide addressing mandatory Data Elements from the below list. Each year, the Hiring Prioritization Committee will select the mandatory Data Elements for each presentation in alignment with the priorities set out in the Instructional Outlook Report and the Vision for Success Goals. Presentations may add additional Data Elements as they wish (including, but not limited to Participation in Schools, unmet need or demand, and employment data for CTE programs). Consistent data on the elements below will be provided by the Office of Instruction and/or Office of Planning, Research, Innovation, and Institutional Effectiveness.

Data Elements:

- Number of Full Time Faculty Members in Discipline
- FTEF
- Student Success Data
 - Retention Rate
 - Success Rate
 - Disproportionate Impact Data
 - Equity and diversity in student and faculty populations
 - Special Populations in Programs/Classes
- Participation in Schools
- Number of degrees, transfers, and 9+ and 16+ unit certificates awarded each year
- Student served by FTEF
- Full-time to Part-Time Faculty Ratio
- Number of programs that this position would support with required coursework
- Number of students in the program (majors)
- Programs involving non-instructional functions can also use collegewide-numbers, guided pathways data, state requirements or best practices, etc. to make their case understood.

Hiring Prioritization Committee Scoring Rubric

Each fall the Hiring Prioritization Committee will create the new scoring rubric based on the Instructional Outlook Report. In spring, the Hiring Prioritization Committee will review the effectiveness of that year's scoring rubric.

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 be used in the decision-making process include the availability of adjunct instructors in the discipline, number of sections and/or 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 Hiring Prioritization Committee.

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

Retirement Announcement Timeline and On-Cycle Replacement Proposals

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 2023 must announce their retirement by September 30, 2022. The replacement faculty for this example would be hired for the 2023-2024 academic year. Likewise, a faculty member wishing to retire in December of 2022 must announce their retirement by September 30, 2022. The replacement faculty for this example would be hired for the 2023-2024 academic year.)

The Hiring Prioritization Committee will meet during the fall semester in order to review and approve the Replacement Position proposals forwarded from their respective schools or division. The list of Replacement Positions will then be forwarded to the College Council, the Academic Senate, and the College President. In the event of reprioritizing the hiring list the College President must provide an updated list of positions to be hired and a rationale to the Academic Senate. The Hiring Prioritization Committee will record and capture a report out from the final College Council item in the minutes. In the following Fall, the actions taken on positions will be provided on the Hiring Prioritization Committee webpage as a summary report on all approved positions stating whether they were filled, remain vacant, or have not yet opened for recruitment.

Off-Cycle Replacement Requests

If the September 30th announcement deadline is not met, the vacated position will be considered and acted upon by Deans' Cabinet. The administrative process will include analysis of a completed Faculty Hire Proposal Form and will reflect consideration of the Instructional Outlook Report priorities and the Hiring Prioritization Committee's IOR positions' ranking list. The faculty co-chair of the Hiring Prioritization Committee will participate in the administrative discussions. Deans' Cabinet will forward positions on a consent agenda to the Hiring Prioritization Committee.

Additional Considerations

Categorically funded positions count towards FON. Categorically funded positions with a temporary funding source must be prioritized with the need to move the position to Fund 11 in mind, and budgeted for appropriately. Funding source and length of funding shall be listed on the prioritization list.