

Full-Time Faculty Priority Process

General Instructions

1. The Full-time Faculty Hiring Priorities Committee will consist of one faculty representative from each of the following groups:
 - a. Liberal Arts and Sciences
 - b. Career and Technical Education
 - c. Athletics/Kinesiology
 - d. Counseling/DRC/LibraryThe Dean of Liberal Arts and Sciences and the Dean of Career Technical Education will also sit on this committee.
2. Prior to October of committee selection years, the department chairs will convene and select a faculty member from each of the four groups above; each member agrees to serve for two years.
3. The Full-Time Faculty Hiring Priorities Committee will convene every two years in early September and send out forms to all department chairs requesting a list of all positions which need to be filled.
4. Following the timeline, the department chairs will fill out the position request forms and attach all necessary supporting documentation.
5. The Full-Time Faculty Hiring Priorities Committee will follow its process and produce a ranked list of full-time positions to be filled and send that list to the Presidents' Council and to the administration. **None of the notes or deliberations used to create the rankings will be made public.** After consultation with the administration and the committee, the final list will be used for the next two years.
6. In the exceptional case where there is a vacancy created in the intervening year which is critical for the college to fill, the department chairs, by majority vote and in consultation with the administration, may recommend that filling this vacancy be placed at the top of the list for that year's hiring process.
7. At the end of each two-year cycle, the Full-Time Faculty Hiring Priorities Committee will convene to assess its process and presents findings to the department chairs. The department chairs may then appoint a task force to do additional evaluation and/or recommend changes to the process as necessary.

Tips for Completing the Full-time Faculty Position Request Form:

Use the application to identify relevant data to support the proposal.

Include any special circumstances that impact your program, and provide any other data relevant to the questions asked that will present the clearest picture of need for the position.

Full-time Faculty Hiring Priorities Committee Timeline

Wednesday, September 13, 2017	Preliminary position request sent via survey indicating intent to submit application for position.
Wednesday, September 20, 2017	Course, department, and institutional data assembled by institutional researcher sent to department chairs.
Wednesday, October 11, 2017	Department chairs submit position applications to Faculty Hiring Priorities Committee or faculty department chair co-chair.
Wednesday, October 25, 2017	Faculty Hiring Priorities Committee reviews applications and narrows consideration to a smaller number the committee agrees upon (e.g., narrows from 15 applications to 6). If necessary, the committee may request short oral presentations supporting those positions still under consideration for the next meeting.
Wednesday, November 1, 2017	A department representative provides a brief presentation for the committee and answers committee's questions about the position, if necessary.
Wednesday, November 8, 2017	Faculty Hiring Priorities Committee ranks applications and communicates its evaluations to the faculty.
Wednesday, November 22, 2017 (or sooner)	Faculty Hiring Priorities Committee formally submits its recommendations to administration and President's Council.
December 2017 (recommended) or early February 2018	Faculty Hiring Priorities Committee convenes to assess process and presents to Department Chairs. Department Chairs may then appoint a Task Force to do additional evaluation and/or recommend changes to the process.



GAVILAN COLLEGE

FULL-TIME FACULTY POSITION REQUEST FORM FALL 2017

Please submit the following for all requested positions.

Use only the space provided in the box. Any supporting documents should be submitted electronically to _____.

1. Name of the requested faculty position.
2. How many faculty positions are you seeking in your program? How many will be requested by your department?
3. What year did you complete your program review? **Attach the recommendations from the review.**

4. Discuss how your department has engaged in the instructional improvement/integrated planning process. Please include any obstacles your department has encountered in the process.

The following 13 questions are new for this year and are just the hiring criteria in question form.

5. Describe the need for a full-time faculty member to anchor the program.
6. What will be the impact on the full-time to part-time ratios?
7. How will this impact any emerging programs?
8. What are the enrollment trends in your department?
9. How will the new hire impact the breadth of the programs?
10. Are there any state regulations that mandate this hire? If so, please explain.
11. What are the needs in supporting students through advising or other opportunities?
12. What are the current ratios of Weekly Student Contact Hours (WSCH) to Full Time Equivalent Students (FTES)? WSCH/Section? Enrollment/Section?
13. Is there any available data to support the hire because of labor market or workforce needs?
14. Have there been any full-time retirements or other reductions in the department?
15. What is the availability of part-time faculty to teach the classes?
16. What will be the impact on community/instructional integration?
17. What will be the impact on student success?
18. Is there anything else you would like the committee to know regarding your department's request for a position that is not addressed by the above questions?

Position Requests to be submitted to _____ (electronically) no later than Wednesday, October 11, 2017.

FULL-TIME FACULTY HIRING CRITERIA FOR 2017

- **Need for a full-time instructor to anchor the program**
- **Full-time to part-time ratios**
- **Emerging programs**
- **Enrollment trends**
- **Breadth of programs (including ADTs, certificates, AS degrees, etc.)**
- **State regulations**
- **Student support services – advising functions**
- **WSCH/FTES, WSCH/Section, Enrollment Section**
- **Labor market information and workforce needs**
- **Retirements and other losses**
- **Availability of part-time faculty**
- **Community/instructional integration, i.e. Athletics and Performing Arts**
- **Student success**