

ACADEMIC STAFFING REQUEST FORM

Initiator:	Department:	
Division:	Phone Number:	Date:
NOTE: You do not have to complete all sections of this application to have your request considered.		

ACTION REQUESTED

<input type="radio"/> Permanent Full-Time	<input type="radio"/> Temporary Full-Time	<input type="radio"/> OTHER: Attach request to this form.
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POSITION CHARACTERISTICS

Job Title of Vacancy:	Reason for Vacancy:	Date of Vacancy:
Department:	Division:	Needed Start Date:

FUNDING (if known or applicable)

GL (Org Numbers):	Grant or Categorical:	District Funded:	Budgeted Dollars:
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Briefly identify how the funding for the position was generated.

JUSTIFICATION

Briefly explain the need for the position and how it relates to essential services or critical mission requirements. 200 words or less.
(Criteria 1 on the Rubric)

Briefly explain the urgency of the need and the consequences of not filling the position within a 12-month timeline. 200 words or less.

JUSTIFICATION (continued)

What data considerations have influenced this request? Please use the PIPR data (F1-3) to illustrate this need or if this is a new program, see Gavilan's Program Viability Policy (BP/AP 4021). 200 words or less. (Criteria 2 on the Rubric)

Briefly explain how the position will support institutional/program need or how the institution/program will be negatively affected if unfulfilled. 200 words or less. (Criteria 3 on the Rubric)

STATEMENT OF DUTIES

List the required and preferred duties assigned to the position (limit 300 words).

Duties and Responsibilities

ADDITIONAL JOB RESPONSIBILITIES (if applicable)

Examples	Anticipated Cost\$

SUPERVISION RECEIVED

Department Chair	Name:	Title:	Phone Number:
Dean	Name:	Title:	Phone Number:

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Human Resources	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

HIRING RUBRIC CRITERIA	
DESCRIPTION	SCORE
<p><i>Scoring criteria:</i> <i>In the right column, give 3 pts. for CRITICAL, 2 pts. for IMPORTANT and 1 pt. for DESIRABLE.</i></p>	
<p>1A. <u>Significant District Need</u> (up to 3 points)</p> <ul style="list-style-type: none"> • Unique accreditation, state/federal regulations or licensing standards require a full-time faculty member. • This position will eliminate a program viability issue; lack of a faculty member means that students will not be able to enroll in classes and/or complete a program of study. • Need for a full-time instructor to anchor the program (complete class schedules). 	
<p>1B. <u>Urgency and Consequence</u> (up to 3 points)</p> <ul style="list-style-type: none"> • This position reduces exposure to significant risk (monetary, liability, litigation) to district. (1) • The need for this faculty member is urgent/immediate. (1) * Administration Focus (1) 	
<p>2. <u>Data-related Program Needs</u> (up to 3 points)</p> <ul style="list-style-type: none"> • Percentage/ratio of the sections in the program are taught by full-time faculty vs. part-time faculty members. • Enrollment and productivity/efficiency data: enrollment trends, WSCH/FTES, FTES/Section, Headcount or fill rate/Section. • Labor market information and workforce needs. • PIPR data justification or other indicators of Academic and Learning Support faculty. 	
<p>3. <u>Institutional Support</u> (up to 3 points)</p> <ul style="list-style-type: none"> • This position has been ranked as “high” by the division as documented by the division’s program review or other strategic planning documents. • This position serves a key function in advising or supporting students (categorical or other student success-based programs). • Retirements/resignations and other losses have led to instability in the program’s offerings and schedule. (including reassignments) • Decreasing availability of part-time faculty in the discipline. 	
TOTAL	
<u>Other Comments:</u>	

ACADEMIC STAFFING REQUEST APPLICATION FORM

TIPS FOR COMPLETION

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GENERAL INSTRUCTIONS: The signature of the department chair/dean attests that the data and request for the position have been verified and accurately represent the needs and wishes of the department, that the request has been approved by an authorized supervisor, and acknowledges submission of this request.

NOTE: You do not have to complete all sections of this application to have your request considered.

ACTION REQUESTED

- **Permanent Position** is funded and defined as having an unchanging status as a full time permanent position.
- **Temporary Position** or **Interim Position** is defined as a full-time, up to a two-year assignment, in which the tenure process begins. Interim Positions are designed to temporarily fill a needed position because allowing the position to remain vacant while waiting for hire of a permanent replacement would be detrimental to the program.
- **Other** (e.g. Vacant Funded Faculty Position, Vacant Unfunded Faculty Position, New Position, Emergency Hire)

POSITION CHARACTERISTICS

- Reason for Vacancy – e.g. Retirement, Resignation
- Date of Vacancy – e.g. Retirement Date, Resignation Date

FUNDING (if known or applicable)

- GL (Org Numbers) – *ask your Dean*
- Grant or Categorical – e.g. AEC, Strong Workforce, SEA, etc.
- District Funded: General Funds
- Budgeted Dollars: \$100,000 per instructor
- Leave blank if unknown or not applicable

JUSTIFICATION

Criteria 1A: *Briefly explain the need for the position and how it relates to essential services or critical mission requirements. 200 words or less. (Criteria 1 on the Rubric)*

- See #1A **Significant District Need** section on attached Hiring Rubric Criteria

Criteria 1B: Briefly explain the urgency of the need and the consequences of not filling the position within a 12-month timeline. 200 words or less.

- See #1B **Urgency and Consequence** section on attached Hiring Rubric Criteria

Criteria 2: What data considerations have influenced this request? Please use the PIPR data (F1-3) to illustrate this need or if this is a new program, see Gavilan's Program Viability Policy (BP4021 /AP 4021). (Criteria 2 on the Rubric)

- See #2 **Data-related Program Needs** section on attached Hiring Rubric Criteria

For Academic and Learning Support faculty data needs (e.g. Counselors, Librarians, Tutoring Center Directors) – reference your PIPR report data and narrative for justification

- Average student contacts (weekly student contact; monthly; yearly)
- Distance Education (percentage of sections online or hybrid) – trends; participation/percentage of California Virtual Campus - Online Education Initiative (CVC-OEI); student contact hours (both students & faculty); student support hours – e.g. tech support
- Librarians – student contact hours; embedded support librarians; workshops
- Ratio of student to academic and learning support faculty

Criteria 3: Briefly explain how the position will support institutional/program need or how the institution/program will be negatively affected if unfulfilled. 200 words or less. (Criteria 3 on the Rubric)

- See #3 **Institutional Support** section on attached Hiring Rubric Criteria

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STATEMENT OF DUTIES

List the required and preferred duties assigned to the position (limit 300 words).

- If a job description exists in HR, you can summarize. If not, check with your dean.

ADDITIONAL JOB RESPONSIBILITIES

- Outside the normal job duties for a full time instructor, e.g. Coaching assignment

APPROVALS (leave blank)

ASC – Staffing Request Presentations

AY 24-25

One time slot per submitted staffing request form:		Select one presentation option:	
Monday, October 28, 2024	Department	Zoom	In-Person SS 211
10:00 AM – 10:15 AM	Art History		X
10:15 AM – 10:30 AM	Film & TV		X
10:30 AM – 10:45 AM	Counseling		X
10:45 AM – 11:00 AM	Counseling		X
11:00- AM- 11:15 AM	Counseling		X
11:15 AM – 11:30 AM	BREAK	BREAK	BREAK
11:30 AM – 11:45 AM	History		X
11:45 AM- 12:00 PM	Ethnic Studies		X
12:00 PM – 12:15 PM	Kinesiology		X
12:15 PM – 12:30 PM	BREAK	BREAK	BREAK
12:30 PM – 12:45 PM	Library & Distance Ed		X
12:45 PM – 1:00 PM			
Monday, November 4, 2024	Department	Zoom	In-Person SS 211
1:00 PM – 1:15 PM	Business	X	
1:15 PM – 1:30 PM	English		X
1:30 PM – 1:45 PM			
1:45 PM – 2:00 PM			
2:00 PM – 2:15 PM			
2: 15 PM – 2:30 PM			
2:30 PM – 2:45 PM	STEM	x	
2:45 PM – 3:00 PM	STEM	x	
3:00 PM – 3:15 PM	Psychology		x
3:15 PM – 3:30 PM			
3:30 PM - 3:45 PM			
3:45 PM – 4:00 PM			

- If zoom presentation is selected, a link will be sent to you.

- In-Person presentation - access to screen, laptop, etc. will be provided
- All presentations will be recorded.

GAVILAN COLLEGE
ACADEMIC STAFFING COMMITTEE BY-LAWS

ARTICLE I: Name

This organization shall be known as the Academic Staffing Committee and is a standing committee of the Academic Senate.

ARTICLE II: Purpose

The purpose of this organization shall be to:

- A. Represent the Academic Senate/faculty in recommending the priorities based on consultation with the administration and the needs/priorities of the college.
- B. Recommend to the Academic Senate and Superintendent/President the hiring priorities of all full-time academic faculty positions, including those defined as vacancies created by retirements, terminations, and resignations.
- C. Recommendations for full-time faculty hiring will be reviewed at least once a year by the committee.
- D. Design applications to include criteria/needs for academic staffing requests, in cooperation with the Academic Senate and the administration.
- E. Establish a timetable and procedures for academic staffing requests and presentations. Publish guidelines and priorities prior to the request for applications and presentations.
- F Administration will provide faculty training (August-October) on how to access, read, analyze, work with, and communicate with data to demonstrate staffing needs
- G The committee will evaluate the known or supposed financial constraints on recommended action determined by the Superintendent/President.
- H. Review applications for all full-time academic staffing.
- I. Request optional staffing application to present need, data, PIPR recommendations, and supporting criteria.
- J. Review, rank and recommend academic staffing priorities based on the applications and presentations and submit those recommendations to the Academic Senate and Superintendent/President.
- K . Once recommendations are presented to the Superintendent/President and the Academic Senate, the President's Council will discuss the rankings.

- L . Once final considerations are made regarding the hiring recommendations, the President will report back to the committee with the final decisions regarding the faculty to be hired for the next fiscal year.

ARTICLE III: Membership

Section 1. Membership shall be selected by the Academic Senate and shall include:

- Seven voting members (including chair) selected from the academic and student services divisions include:
 - Kinesiology, Public Health Science & Athletics
 - Library & Distance Education
 - STEM
 - Liberal Arts & Science
 - CTE
 - Counseling
 - AEC, EOPS – Special Programs
- Vice President of Academic Affairs (non-voting advisory member)
- Vice President of Student Services (non-voting advisory member)
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Section 2. Committee vacancies shall be filled by Academic Senate action.

2.1 The chairperson shall inform the Academic Senate president of vacancies. The Academic Senate president will make appointments.

2.2 The committee may recommend a faculty member to the Academic Senate where a vacancy exists.

Section 3. Membership term length shall be two (2) years renewable upon approval by the Academic Senate. If an Academic Staffing Committee member misses two meetings within one school year without justifiable cause, they will be asked to resign from the committee. Staggered membership shall be appointed for overlapping terms, so that not all of the members' terms expire in the same year. Membership shall be reviewed annually and adjustments made as necessary.

ARTICLE IV: Chairperson

Section 1. The chairperson will be elected by the Academic Staffing Committee for a two-year term, renewable upon approval by the Academic Senate.

Section 2. Duties of the Chairperson:

2.1 Call and chair Academic Staffing Committee meetings.

2.2 Present a written report to the Academic Senate as needed based on the Academic Staffing Committee recommendations.

ARTICLE V: Administrative Resource Person

Section 1. Resource person: , Assistant Superintendent and VP of Student Services, HR Director, and/or Intuitional Researcher,or designee.

Section 2. The responsibilities of the resource person shall be:

- a) Attend all meetings.
- b) Provide background materials and information.
- c) Maintain academic staffing related data and material/archives.

ARTICLE VI: Lines of Authority

Section 1. This is a committee of the Academic Senate, therefore thecommittee reports directly to the Academic Senate.

ARTICLE VII: Meetings

Section 1. Meeting dates and times shall be set by the members based upon need and work schedules.

Section 2. Additional meetings may be called by the chairperson.

Section 3. Meetings shall be open to the public.

Section 4. The majority (51% or greater) of the members shall constitute a quorum at all regular or special meetings. In the absence of a quorum, members present may continue to discuss business, but no decision shall be made on behalf of the committee.

Section 5. The agenda and minutes of the meetings shall be posted for review on Board Docs by the VP executive assistant or designee.

Section 6. All items for action must be on the agenda. The agenda may be revised by a majority vote to accept additional items.

Section 7. All recommendations to the bylaws shall be determined by a majority vote.

ARTICLE VIII: Order of Business, Parliamentary Procedure and Constraints

Section 1. Roberts' Rules of Order, Revised, shall be the authority of the business and parliamentary procedure in both regular and additional meetings that may be necessary.

Section 2. The bylaws shall be reviewed annually and shall be adopted by a majority vote of the committee and sent for approval by the Academic Senate.

Section 3. Amendments to the bylaws remay be proposed at any regular meeting of this committee. Amendments, once approved by a majority vote of the voting membership shall then be sent to the Academic Senate for final approval. Once approved by the Academic Senate, revisions to the bylaws are then adopted.

ARTICLE IX: General

Section 1: Definitions

D. Recommend faculty positions based on the following definitions:

- a. A *Vacant Funded Faculty Position* is defined as a funded position, either district or categorically funded, vacated by resignation, retirement, illness or death of a faculty member.
- b. A *Vacant Unfunded Faculty Position* is defined as an unfunded position, originally vacated by resignation, retirement, illness or death of a faculty member, which has been reviewed and recommended by the ASC, but become unfunded following the academic year in which the vacancy occurred.
- c. A *New Position* is defined as an unfunded position, which has not existed previously.
- d. An *Interim Position* is defined as a full-time temporary position, up to a two-year assignment, in which the tenure process begins. *Interim Positions* are designed to temporarily fill a needed position because allowing the position to remain vacant while waiting for hire of a permanent replacement would be detrimental to the Program. Interim positions cannot exceed two years. If a grant or funding sources extends beyond two years, the committee would recommend that a tenure-track faculty position be hired.
- e. A *Permanent Position* is funded and defined as having an unchanging status as a fulltime permanent position. A *Permanent Position* is not equivalent to an *Interim Position*.
- f. A *Categorical Position* is defined as being categorically funded by allocation from the Chancellor's Office or grant-funded by various sources. With the grant-funded faculty positions, the expected duration of the funding source and the timeframe for the institutionalization of the position should be considered should the grant and/or categorical funding cease.
- g. An *Emergency Hire Position* stems from an unanticipated vacancy close to the start of the term. It leaves a significant number of viable/populated courses without an instructor and it has a direct impact on student completion. This position creates a situation affecting program viability, is essential for accreditation purposes and it causes exposure to significant risk (monetary liability, litigation) to the district.
 - i. *Temporary or Permanent Emergency Hires*: Emergency hires can use a streamlined process wherein the position is posted

for up to 60 days (permanent) to 14 days (temporary) before the start of term. In the case of a streamlined process, the ASC would be convened as a best practice.

- ii. *Temporary Hires Only:* A temporary emergency hire can use a truncated process of less than 14 days prior to start of term. All temporary positions must follow the requirements of section d.

Revised April 2024