



Agenda Item Details

Meeting	Jan 09, 2018 - GB Regular Meeting
Category	15. CONSENT CALENDAR
Subject	15.9 Faculty Hiring Prioritization List 2017-2018 (Kilmer)
Type	Action (Consent)
Recommended Action	Accept the priority list as presented and delegate authority to the Superintendent/President to determine hiring of faculty, subject to available funds.

SUBMITTED BY: Renee M. Kilmer, Ph.D., Interim Vice President for Academic Affairs

OVERVIEW

The faculty hiring prioritization process is conducted by the Faculty Hiring Prioritization (FHP) Committee, whose membership is composed of the Academic Senate President, Vice President for Academic Affairs, Vice President for Student Affairs, six faculty members, three administrators, and an Associated Student Organization (ASO) representative.

Twenty-seven requests were submitted. The Committee evaluated each request based on eight criteria that includes quantitative and qualitative data, as well as information provided through Program Review.

The 2017-2018 Faculty Hiring Prioritization Committee List of Faculty Positions

Position	Priority
Biology 1: Human Anatomy	1
Communication	2
Psychology	3
Mental Health Counselor (Personal Wellness Services)	4
Math 1: Computer Science	5
English 1	6
Music: Instrumental Director/String Specialist	7
Biology 2: General Microbiology	8
Chemistry	9
Sociology	10
Counseling 1: PD	11
Family Studies	12
Math 2	13
English 2	14
English as a Second Language	15

Spanish 1	16
Library	17
Counseling 2: PD/DSS	18
Exercise Science: Fitness/Wellness Center Coordinator	19
English 3	20
Art 1: Art History	21
Math 3	22
Art 2: Studio Art	23
Theatre	24
Spanish 2	25
Counseling 3: Transfer Center	26
English 4	27

[FHP Faculty Hiring Request Form 2017-18.pdf \(134 KB\)](#)

Motion & Voting

Approve Consent Calendar.

Motion by Norma Hernandez, second by Nora Vargas.

Final Resolution: Motion Carries

Aye: Nora Vargas, Tim Nader, Griselda Delgado, Norma Hernandez, Roberto Alcantar

Not Present at Vote: Rudolph Villegas

(for office use only)

APR Chair Initials:

_____ PR submission by deadline

_____ final APR approved _____ final APR denied

Discipline Position Request Priority #

**Faculty Hiring Request
Southwestern College
Fall 2017**

Instructions for completing form: Click on shaded area.

Date Submitted

Click here to enter a date.

School / Center / Unit

Click here to enter text.

Dean

Click here to enter text.

Director

Click here to enter text.

Department Chair

Click here to enter text.

Position Requested:

Discipline (Course Designator)

Specialty Area (if applicable)

CA State Minimum Qualifications for Discipline

Desired Qualifications for Job Announcement

By signing this form, you indicate that you have reviewed the proposal in its entirety and acknowledge its contents to be accurate.

Dean Signature

Department Chair Signature

Please indicate level of support for this request:

	Support Request	Support Request with Reservation	Request Not Supported
Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dean's Comments:

Department Chair Comments:

Procedure

- The dean/director and department chairs, in consultation with the discipline faculty, shall evaluate the Program Review and Faculty Hiring Prioritization (FHP) data to determine if the data support the hiring of a new faculty member.
- For each position requested, complete one Faculty Hiring Request form by responding to the 10 questions on pages 2 and 3 of this document. Multiple requests within the same discipline must be prioritized and a priority number indicated in the Discipline Position Request Priority field at the top right corner of page one of this form. **Provide a clear rationale for the first position and for the subsequent positions adjust the data and provide additional rationale.**
- Submit **one** signed hard copy of the **completed FHP packet** for each faculty position requested.

The FHP Packet: Please note: No additional documents will be allowed.

- Completed Faculty Hiring Request form for each position requested
- The completed FHP Packet should be delivered to the Academic Senate Office—Room 104A. **Deadline for submission is 4:00 PM on Wednesday, November 1, 2017.**
- All responses must contain no more than 1,200 characters, except as specified in question 8. Text fields are limited to 1,200 characters. Responses that exceed the 1,200-character limit will result in rejection of the entire request.

Questions:

1. FTES/Enrollment/Services

- a. Your discipline/unit has been provided with workload data. How does the provided workload data support your request for the faculty position (e.g. meaningful trends)? Please provide any additional qualitative and/or quantitative data that supports your request.
- b. For non-instructional faculty requests: Provide additional data to demonstrate how workload has changed over a five-year period.

2. Student Information (Counselors and Librarians, please answer 2b; all others answer 2a)

- a. Your discipline/unit has been provided with student data.
 - i. For disciplines with no certificates or degrees offered (e.g., ESL, Reading, LS, PD), provide the unduplicated number of students enrolled in the discipline per year for the past three years and the percent of successful completion (a grade of "C" or better or "Pass"). How does this data support your request for the faculty position?
 - ii. For disciplines with certificates and/or degrees offered:
 - 1. Provide the unduplicated number of students enrolled in the discipline per year for the past three years and the percent of successful completion (a grade of "C" or better or "Pass"). How does this data support your request for the faculty position?
 - 2. Provide number of students with declared majors in each program and the number of degrees and certificates awarded in each program. How does this data support your request for the faculty position?
- b. For non-instructional services:
 - i. Provide the unduplicated number of students enrolled in LIB or PD courses per year for the past three years and the percent of successful completion (a grade of "C" or better or "Pass"). How does this data support your request for the faculty position?
 - ii. Provide the MIS data or other data source indicating the number of students served per year for the past three years. Attach documentation to this request form.

3. Full Time/Part Time

Answer the following questions in support of your request.

- a. How many full-time and part-time faculty positions (head count) did you have in your discipline/unit in Fall 2016 and Spring 2017?
- b. Please provide names of faculty in Fall 2016 and Spring 2017 who were reassigned to other duties and the percentage and purpose of their reassignment.
- c. Your discipline/unit has been provided with a five-year average of the percentage of LHE taught by full-time and part-time faculty in your discipline. What is the percentage of LHE taught by full-time faculty and the percentage of LHE taught by part-time faculty in your discipline/unit?
- d. How will the full-time/part-time faculty ratio change with this new position?
- e. How will this new position impact your discipline/unit?

4. Replacement History

Using the data provided, list the name and number of faculty separations over the last 9 years as well as faculty hires over the past 7 years. Please explain the history of hiring and its impact on the discipline. Committee members will consider the history of faculty hiring over the timeframe provided in the Faculty Hiring/Separation Report.

5. Reduced Offerings

Will the offerings in your discipline/unit face significant reduction if a full-time faculty member is not hired? What classes and/or services will have to be eliminated? Please explain.

6. Program Review and CTE Report

- a. In the textbox below, please copy the justification from the 2017 Program Review (Snapshot or Comprehensive) that supports your request for an additional faculty member.

- b. Attach a hardcopy of the screen shot from the applicable section of your 2017 program review for verification
- c. For CTE programs, attach your most recent CTE Bi-Annual Report.

7. Zero- to One-Person Discipline

Is this a currently recognized discipline/unit with only one or no full-time faculty in either the 2015-16 and/or 2016-17 academic years? Describe the qualitative and quantitative impact to the discipline.

8. Criteria Not Covered

What are your discipline/unit's additional reasons for this request, emphasizing criteria **not covered in questions 1 through 7 above**? Please include a rationale. Examples of additional reasons might include the following: additional hiring history, position request history, current and future program needs, community workforce needs, new focus requiring fiscal resources, number of sections with high wait lists over the past 6 semesters, maintaining ongoing sequential or vocational courses, potential for multidiscipline expertise, or viability of course/program enrollment trends. Response to this question must contain no more than 1,600 characters. **A response that exceeds the 1,600 character limit will result in rejection of the entire request.**