

Faculty Prioritization: 2021-22
(Interim Process...Continued)

Draft Approved by the Prioritization Workgroup on October 7, 2021

1. September 28: Deans to send an email to departments asking if they will be requesting a FT faculty position this year. Deadline for response: October 5th
2. (*New step*): October 5-28: Office of Institutional Research will provide training to department faculty upon request in the utilization of the Program Review Tool to access data needed to complete the request forms.
3. (*New step*): October 15: Campus (via constituency groups: ASFC, Classified Senate, Academic Senate, President's Cabinet and Admin Council) is informed via memo from chair of the prioritization workgroup of requests that have been submitted, and provided a process and deadline (Oct. 29) for offering input (request that may be missing, contributing information/perspective on one of the existing requests, etc.).
4. October 29: Departments submit the completed request forms to the deans.
5. November 5: Division meetings to discuss division priorities/ranking.
6. November 12: Deans will finalize the division priority.
7. November 15-19: Prioritization Committee* meets to rank all the requests, and forward the final prioritized list to the President (consider ½ or full day retreat on the 19th). All requests will be ranked regardless of the number of positions available at the time.
8. November 29: Departments will be informed if a hire has been approved.
9. December 3: Deans complete the requisition in Cornerstone for positions approved in their division.¹
10. December 6: Search committees are formed
11. January 3-7: Search committees finalize job descriptions and submit to HR.
12. January 10-February 18: Positions are open for recruitment
13. Mid February – End of March: Screening, Interviews, and Selection²

¹ The search process must begin and interviews conducted in the same academic year when the line was approved. Failing to do so will place this line back into the hiring pool for the following academic year.

² In case of a failed search, the line will remain with the department for an additional academic year. The department may restart the search at an appropriate time during the following academic year.

***Prioritization Committee:**

Admin/Deans: (9) STEM, BSS, Language Arts, LRC, FA/C/KA, DRC/VRC, Counseling, Student Affairs, Equity

Faculty: (4) academic senate (3- President, VP or designee, + 1 to balance instruction/non-instruction), FA (1)

Classified: (1) classified senate

Students: (2) ASFC

Ex-Officio (no vote): AVPI, AVPWF, VPSS, Dean of Online Learning

Draft Criteria for Instructional Faculty Prioritization

1. Program Mandates
 - a. Is a full-time position required by an outside entity in order for the college to meet a legal or accreditation mandate? If so, cite source of mandate.
 - b. Is the position funded by categorical funds? Funding for the position can only be spent on the specific purpose of hiring a full-time faculty member for a program. If so, cite source of funding.
2. Program Viability: The faculty prioritization process should never be used to create or discontinue a program at Foothill. Careful consideration must be given the impact of not filling a faculty position on a program's continued viability.
 - a. Would not filling the position with a full-time faculty position jeopardize the viability of the program, and threaten its closure or discontinuance?
 - b. Is there a sufficient pool of qualified part-time faculty to support the program?
 - c. Are there sufficient resources to support the non-instructional requirements of the program?
3. Enrollment Program Demand: Does enrollment demand justify hiring a new full-time faculty member?
 - a. How many part-time/overload assignments are issued in the department each year?
 - b. Examine the fill rate.
 - c. ~~What are the 1320 costs?~~
4. Equity
 - a. Will adding this position contribute to the College's equity goals?
 - b. Will not adding this position jeopardize the college's equity goals?
5. Faculty Workload: Is the FT faculty workload disproportionately high compared to other programs?
6. Program Quality
 - a. Is there an existing gap in content expertise that a new hire would help fill to significantly increase program quality, retention of students and/or enrollment growth?
 - b. Are there opportunities for program expansion (e.g. new courses, certificates, degrees, etc.) that can only be achieved with a new full-time position?

Faculty Hiring Prioritization Tool – Revised 9/25/2020

Department/Division	
Dean	
Title of Position being requested	

1. In 100 words or fewer explain:
 - a. How will adding this position contribute to the college’s equity goals?
 - b. Why will not adding this position jeopardize the college’s equity goals?
2. Is this position required by an outside entity in order for the college to meet a legal or accreditation mandate? If so, cite the source of the mandate along with the reasoning.
3. Is this position being funded by categorical or general funds? If using categorical funds, include the fund being used.
4. Would not filling the position with a full-time faculty position jeopardize the viability of the program, and threaten its closure or discontinuance? Explain. (150 words or fewer)
5. Is there an existing gap in content expertise that a new hire would help fill to significantly increase program quality, retention of students and/or enrollment growth? (100 words or fewer)
6. Are there opportunities for program expansion (e.g. new courses, certificates, degrees, etc.) that can only be achieved with a new full-time position? (100 words or fewer)
7. Would not filling this position jeopardize the quality or access to this program in terms of non-instructional duties of the FT faculty? Please explain with reference to the specifics below:
 - a. What duties exist outside of classroom instruction for the program?
 - b. How many full-time faculty are currently available to engage in the work listed in part (a) of this question.

8. What is the ratio of Full-Time to Part-Time faculty in the program for the last five years?

	2015-16	2016-17	2017-18	2018-19	2019-20	5-yr %Inc
Full Time Load						
Full Time %						
1320 (FT Overload & PT Load)						
1320 %						
FT / 1320 Ratio						
Total FTEF						

9. What are the enrollment trends for the program over the last five years?

	2015-16	2016-17	2017-18	2018-19	2019-20	5-yr %Inc
Sections						
WSCH						
FTEF (end of term)						

10. What are the productivity and fill rates for the program over the last five years?

	2015-16	2016-17	2017-18	2018-19	2019-20	5-yr %Inc
Productivity (WSCH/FTEF)						
Fill Rate						

11. What are the actual 1320 costs for the program in the last five years?

Academic Year	1320 Cost
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	

12. What are the actual numbers of certificates and/or degrees for the program in the last five years?

Academic Year	Certificates	AA's/AA-T's	Other degree
2019-20			
2018-19			
2017-18			
2016-17			
2015-16			

13. Please offer any additional commentary on the trends provided in the data for questions 9-12 that support your request for a FT faculty member (150 words or fewer).

14. Is there any additional information you would like to add?