

# Faculty Hiring Prioritization Process

## Position Justification & Request

(Include this page as your cover page)

**Position Name:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_

**Department/Center:** \_\_\_\_\_

**Department Chair/Supervisor (name & signature):** \_\_\_\_\_

**Division Dean (name & signature):** \_\_\_\_\_

Does this position exist already (or, has position existed in the past) at SCC? **Yes** \_\_\_\_ **No** \_\_\_\_

If **not**, has this position been approved through the Novel Position Request Process by the Academic Senate in the past? If so, please identify when approval was received from the Academic Senate \_\_\_\_\_.

<b>Current Number of Tenure-Track and Tenured Faculty</b>	
<b>Department FTE from Crystal Reports for the current Fall semester</b>	

Tenure-Track/Tenured Faculty = The number of full-time faculty **assigned to your department**. Because release time/reassigned time is temporary, please **include all full-time faculty** regardless of current status (reassignment, leaves, sabbaticals, or overloads, etc.). (For example, Academic Senate President receives 0.8 FTE reassigned time; however, this is temporary for the length of the term.)

The above ratio will help identify the health of a department as related to faculty. For example, if there are 3 TT/Tenured faculty (each full-time member equals 1.0 FTE (full-time equivalent), and the department FTE is 10.0 FTE, then only 30% of classes are being taught by TT/Tenured faculty. This example is far short of the 75/25 ratio as outlined in AB 1725.

## Instructions:

Compose a position request that is no more than **one page** in length. In your request, be sure to address the criteria listed below as follows:

1. Supports Equity
  - a. Describe how this position will help support student equity across the college and/or district.
2. Adverse Impact on Students
  - a. Discuss the adverse impact that having this position unfilled has had on students, including, but not limited to, course cancellations, large waitlists, students not being able to transfer in a timely manner due to unavailability of courses, etc.
3. Discuss how the demand for courses or services in your department warrants that this position be filled by a FT/TT faculty member.
  - a. Include whether the position request is due to new/increased FTE or if this is to replace a recent (within 3 years) retirement. Also, consider if the department has been using LTTs.
  - b. If your department/center does not include instructional faculty, explain how additional faculty will support the departmental needs (such as counselor ratios).
4. Other
  - a. Include any other crucial information about this position, such as whether the position is required for licensure, program accreditation, or other mandates or regulations that govern your area.

## Rubric:

The following rubric will be used by Senators to determine the ranking of positions that will be recommended by the Academic Senate.

Criteria	Rating			
	4	3	2	1
<b>Supports Equity</b>	Greatly supports	Supports	Moderately supports	Somewhat supports/Can't determine
<b>Adverse Impact on Students</b>	Significant adverse impact	Adverse impact	Moderate adverse impact	Some adverse impact/Can't determine
<b>Demand for Courses or Services in Department</b>	Very high demand	High demand	Moderate demand	Some demand/Can't determine
<b>Other</b> (ex: position required for licensure or program accreditation, or other considerations, etc.)	Greatly supports need	Supports need	Moderately supports need	Somewhat supports need/Can't determine