

**SCC Academic Senate
Novel Position Approval Process
Developed Spring 2022**

This document is intended to guide your request for Academic Senate approval of a Novel Position. For further information on this process, please refer to the SCC Hiring Request Process document: <https://inside.scc.losrios.edu/scc/inside/doc/e3-governance/1-academic-senate/scc-hiring-request-process-2015-2016.pdf>

Novel Position

A Novel Position is one that is FTE driven, and has not existed at the college at any level. Such positions include, but are not limited to coordinator positions and positions shared by multiple departments, such as the Math Lab Coordinator, Faculty Researcher, and the Photo/Journalism Instructor.

Vetting and Approval Process for New Faculty Positions

- 1. Novel Position requests shall be presented to the Academic Senate no later than the spring semester before the fall Hiring Request cycle by the area Dean, Department Chair(s), or designee(s).*
- 2. If the Novel Position is approved by the Academic Senate, then it may be considered during the following Hiring Request cycle.*
- 3. If the Novel Position is not approved by the Academic Senate, it may be submitted for approval during the next cycle. The decision of the Academic Senate shall stand for the current cycle. There is no limit on the number of times a Novel Position may be submitted for vetting and approval.*
- 4. A Novel Position need only be vetted and approved by the Academic Senate once. Its approval is maintained whether or not the position progresses beyond the Hiring Request Process.*

Submit to the Senate:

To have a Novel Position considered by the SCC Academic Senate, please submit the following information to the Academic Senate President by the specified deadlines.

1. Department and contact information.
2. Proposed job title and job description
3. Potential FTE load split, if anticipated.
4. Rationale or justification for this position.
5. Minimum qualifications that will apply to this position.
6. Describe any crossover with any positions we currently have, including in other departments. Also, please indicate if this position exists elsewhere in our District.
7. Describe whether this position will likely result or require new curriculum, or a new program, degree, or certificate.
8. Any other information that may assist the senate in reviewing and approving your request.

Please organize and number your response to facilitate reviewing of the information. Thank you in advance.