



## Full-Time Faculty Position Request

Academic Year 2020 - 2021

**The Faculty Staffing Prioritization Committee (FSPC) is soliciting requests for full-time (FT) faculty positions.** The FSPC reviews and ranks requests on an annual basis, and prior-year requests and rankings have no bearing on the current ranking process. Please use FSPC members as a resource in this process. For concerns specific to data, please contact Michael Reese.

### Committee Composition

<b>Chairs:</b>	Michael Reese, Interim VP Academic Affairs (VPAA) (John) Brodney Fitzgerald, Astronomy Faculty
<b>Academic Senate Reps.:</b>	Natalia Aylett, ESL Faculty Hau Nguyen, CSIS Faculty Peggy Wells, Respiratory Therapy Faculty Kyleb Wild, Anthropology Faculty Liz Barrow, CVTE Faculty
<b>Administrators' Assoc. Reps.:</b>	Joan Ahrens, Interim ALC Dean Javier Ayala, CTE/WD Dean
<b>Ex-Officio Members:</b>	Marsha Gable, VP Student Services (VPSS)
<b>Recorder:</b>	Krista Ames-Cook, Administrative Assistant to VPAA

### Information & Timeline

- Request for “raising of hand” went out on 1 November 2019.
- Announcement and application sent out on 14 November 2019.
- Applications will be accepted through Monday, 25 November 2019. Interested deans and department chairs should complete a separate request for each full-time faculty position, except for multiple requests within the same discipline.
- **Deans should submit completed applications to [Grossmont.VPAA@gcccd.edu](mailto:Grossmont.VPAA@gcccd.edu) before close of business on Monday, 25 November 2019.**
- For this round, the committee will not entertain presentations due to scheduling constraints; however, deans and chairs wishing to submit a short video (up to two minutes in length for each application) in support of their positions may do so.
  - Upload videos to the [Faculty Staffing Presentations OneDrive](#) shared folder, **or**
  - Send a YouTube link for the video to [Grossmont.VPAA@gcccd.edu](mailto:Grossmont.VPAA@gcccd.edu).
- Individual FSPC members will review and holistically score each application by using the quantitative data and qualitative responses on the application form as evidence for questions such as the following.
  - Is there enough load to justify a FT hire in the discipline?
  - Is a large proportion of instruction in the discipline from PT faculty?
  - How much RT is assigned to faculty in the discipline?
  - How many students are served by the discipline?
  - What are the discipline's productivity, retention rate, and success rate?Committee members will give each application a score between 0 and 5 per the scoring rubric.
- FSPC members will meet to discuss and rank the applications on 3 December 2019.
- FSPC will present the prioritized list to Staffing Committee (via email) by 4 December 2019.
- Staffing Committee will present the list to College Council by Friday, 6 December 2019.

## Scoring Rubric

FSPC members will score applications holistically following the rubric below.

Score	Description
5	This application clearly demonstrates a critical need for a new FT faculty member based on an analysis of both quantitative and qualitative data.
4	This application demonstrates a need for a new FT faculty member based on an analysis of both quantitative and qualitative data.
3	This application somewhat demonstrates a need for a new FT faculty member based on an analysis of quantitative or qualitative data.
2	This application contains limited evidence demonstrating the need for a new FT faculty member based on an analysis of quantitative and qualitative data.
1	This application does not demonstrate sufficient evidence of the need for a new FT faculty member.
0	This application is incomplete.

## Instructions

- We suggest that you thoroughly review the application as there have been revisions to former versions, and no other application form will be accepted. *If you already submitted an application using a different form and would like help migrating it to the official form, please contact Michael Reese or Brodney Fitzgerald.*
- Please type your response to each of the questions directly into this Word document using 11-point Arial font. The total request can be no longer than four (4) pages, not including the cover and instruction pages. **Additional pages will not be considered.**
- Only departments with multiple disciplines (different minimum qualifications) need to request positions by discipline. For example, the Earth Sciences department would request a position in the Geology discipline, whereas the Biology department does not have different discipline areas. Sub-specialties based on courses taught are not considered disciplines if they do not differ in Minimum Qualifications.
- **Deans shall submit the completed faculty position request form on behalf of their divisions.** Submit the forms electronically to [Grossmont.VPAA@gcccd.edu](mailto:Grossmont.VPAA@gcccd.edu).
- The electronic copy of the application and any videos *must be received before close of business* on **Monday, November 25, 2019**. **Late submissions will not be accepted.**

For the purposes of completing this faculty staffing request, the following definitions may be helpful.

- **Discipline:** An academic area for which minimum qualifications have been established in California Code of Regulations, Title 5.
- **Full-time Equivalent Faculty (FTEF):** A conceptual measure of workload calculated as a proportion of weekly faculty work hours divided by the contractual hours equivalent to a full-time load. *Example:* Three weekly faculty work hours =  $3/15 = 0.20$  FTEF for a typical 3-unit lecture course.
- **Weekly Student Contact Hours (WSCH):** The total number of student contact hours that faculty generate per week of lecture or lab, commonly calculated by multiplying census enrollment by the number of hours that the section meets per week.

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### General Information

Dean		Division	
Discipline (or sub-discipline)			

Is this position <b>required</b> by law or by an accreditation standard?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If yes, <b>cite</b> the law or standard here.</i>	
How many positions are you requesting with this application? (You may submit a single request form for all positions in a discipline.)	
Will this position be <b>categorically funded</b> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you submitting a <b>video</b> (up to 2 minutes in length)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

### Response Items (11-point Arial font, no more than four pages)

1.	The Faculty Staffing Prioritization Committee will analyze your departmental data in the provided Staffing Data Tables. <b>If you would like to describe any meaningful trends or patterns that support your request for a faculty position, please do so here.</b>
2.	<b>What changes do you foresee for your department that create a need for a new FT faculty member?</b>

3.	<b>What specific needs does your department have that may be addressed by hiring a new FT faculty member?</b> <i>For example, consider needs in specific <u>sub-discipline</u> areas.</i>

4.	<b>How will hiring a new FT faculty member impact other college programs or departments?</b>

5.	College and program planning are essential to promoting student success and equity. <b>How will hiring a new FT faculty member support the equity efforts of the college?</b> <i>Consider one or more of the following: the college strategic goals of outreach, engagement, retention, and institutional capacity; information from your comprehensive program review; your annual program review update or annual unit plan; college-wide initiatives such as Student Success and Equity, Basic Skills, Strong Workforce, Guided Pathways, AB705, the Promise, etc.</i>

6.	<b>What additional qualitative or quantitative factors should be considered in determining whether your discipline should receive approval to hire a new FT faculty member?</b> <i>Please explain specific factors regarding requested <u>librarian</u> or <u>counselor</u> positions here.</i>