

Faculty Staffing Request Form

COVER PAGE

The Faculty Staffing Committee (FSC) is soliciting requests for new and replacement faculty positions. All deans and department chairs making requests should be aware that, because of budget uncertainties, the number of faculty positions available could be limited. The Committee reviews and ranks requests on an annual basis and prior years' requests have no bearing or weight in the current ranking process. There are no "old lists" and every year positions that come forth are evaluated on the current staffing needs of the college. Please use your FSC divisional rep as a resource in this process. For questions specific to data, please reach out to Bonnie Ripley, Data Liaison.

Faculty Staffing Committee Representatives

Committee Chairs: Michael Reese – Interim VP Academic Affairs
 Scott Therkalsen – MNSESW Representative

Members:

Marsha Gable - VP Student Services	Derek Cannon – ALC Rep
Bill McGreevy – Interim VP Administrative Services	Debbie Lim – Counseling Rep
TBD - Instructional Administrators	Peggy Wells – AH&N Rep
Martha Clavelle – Student Services Dean	Clif Quinn – CTE/WD Rep
Mark Poupard – ESBS Rep	

Resources:

TBD, CPIE Bonnie Ripley, Data Liaison

Scoring Criteria

Faculty staffing requests are scored on the following criteria:

Question #	Criteria	SCORE				Weight	Points	Subtotal
		3	2	1	0			
1/2	Staffing Data Trends (from table)					12		
3	PT Faculty consideration					4		
4	Replacement (after July 1, 2013) Yes=1, No=0					3		
5	Program & College Planning					9		
6	Additional considerations					7		

- 3 = answer clearly addresses the need
- 2 = answer somewhat addresses the need but is missing some information
- 1 = answer is missing significant information to address the need
- 0 = no answer or answer does not address the need at all

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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.
- Staffing Data Tables specific to your discipline are provided on the last page of this form. **If you are requesting more than one position, multiple request forms will be provided to you with data that are specific to each position being requested.**
- For the purposes of completing this faculty staffing request, the following definitions will 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)** – faculty member's actual workload standardized against the teaching load. Calculated by dividing Weekly Faculty Contact Hours (WFCH) by contract teaching load of the discipline.

Example: 3 weekly faculty contact hours = 0.20 FTEF for a typical lecture course.
 - **Weekly Student Contact Hours (WSCH)** - represents the total number of hours faculty contact students weekly in an academic department or an institution. Calculated by multiplying census enrollment x class hours per week.
- Please type your response to each of the questions directly into this word document. The total request can be no longer than six (6) pages, using a 12 pt. font, not including the cover and instruction pages and the attached Staffing Data Tables. **Additional pages will not be considered.**
- Please have your dean review your request prior to submitting the form. Submit the completed request electronically to linda.daley@gcccd.edu and a hard copy to your division dean for signature by **Friday, October 12, 2018**. The signed hard copies will then be forwarded to Academic Affairs by your dean. **Late submissions will not be accepted.**
- Presentations to the Faculty Staffing Committee on submitted requests will be scheduled for **Friday, November 2, 2018 from 8:00-3:00**. We encourage your dean and department to be present for the Department Chair's presentation of this faculty position request.
- 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.

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Date Submitted: _____

Discipline Position Being Requested _____

Department or Program Area: _____

Department or Program Contact: _____

Dean/Manager Name: _____ Signature: _____

Questions

Mandated: *Is this position mandated by a licensing body or an accreditation requirement which requires that specific numerical, health and safety or professional qualification standards be maintained in order for the program to continue? Describe in detail and please cite reference from licensing or accreditation manual (chapter, article, bylaws, etc.)* Positions that are submitted as “mandated” will be vetted through the Faculty Staffing Committee. Those positions validated as “mandated” will be directed through the Emergency Hire Process.

1. **Utilizing your departmental data in the provided Staffing Data Tables, please describe any meaningful trends that support your request for a faculty position. (Sub-specialty positions will be addressed in question #2.)**
2. **If you are requesting a sub-specialty position within the discipline, please provide the following information (otherwise, leave this question blank and go to question #3):**
 - a. **Describe in detail the reason the sub-specialty position is needed. Please include how the qualifications (e.g. degree or experience) differ from the minimum qualifications for the discipline.**
 - b. **The list of classes and number of sections that are taught within the sub-specialty each year or list the specialized duties within the service area.**
 - c. **Please list any data and/or information (e.g. WSCH/FTEF, WSCH to service ratio, PT WSCH, FT/PT ratios, reassigned time, etc.) related to the requested sub-specialty position. (See instructions for examples)**

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- 3. Part-time faculty: What are the limitations related to part-time faculty? Possible considerations include lack of availability, high turnover and required training.**
- 4. Replacement: We will consider the position a “replacement position” if it was vacated after July 1, 2013. Compelling need must be shown in other categories for consideration. Provide the name of the individual who departed and the date of the vacancy. Also, include the name of any new hires since July 1, 2013 and provide their start date.**
- 5. College and program planning are essential to promoting student success. Explain how this position will support college and program plans. Consider the following: Strategic plan areas of outreach, engagement, retention, and institutional capacity; your comprehensive program review; your annual program review update; college-wide initiatives such as Student Success, Equity, Basic Skills, Strong Workforce, Guided Pathways, etc.**
- 6. Additional Considerations: The committee realizes the rubric cannot capture all considerations. Is there any additional information not covered in the previous questions that you would like the committee to consider? Possible items to be considered under additional information are: program expansion, enrollment growth, a one-person department, waitlists, wait times or availability of services to address unmet need, community, and/or labor demand, uniqueness of program to geographic area, unfilled retirements prior to July 1, 2013, etc.**

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STAFFING DATA TABLES

FACULTY DATA							
	FA16	SP17	FA17	SP18	FA18	lf+1	lf+2
FT Faculty Count							
PT Faculty Count							
Total FTEF							
FT FTEF							
PT FTEF							
Extra pay FTEF							
FT Percent							
Permanent RT							
Temporary RT							

LIBRARY FACULTY POSITIONS (non-classroom data)					
	FA16	SP17	FA17	SP18	FA18
Unduplicated Student Headcount/FTEF					

COUNSELING POSITIONS (non-classroom data)					
	FA16	SP17	FA17	SP18	FA18
SS Scorecard Student Counseling Ratio					

DEPARTMENT/DISCIPLINE DATA					
(If Library or Student Services position, instructional data included here)					
	FA16	SP17	FA17	SP18	FA18
Max Enrollment					
Earned Enrollment					
% Fill					
Earned WSCH					
Total FTEF					
Earned WSCH/FTEF					
Retention					