

Faculty Staffing Committee (FSC) – Review of Materials & Submission List

I. List of Materials Supplied by the FSC (available on the FSC website):

1. Review of Materials and Cluster Submission List
2. Faculty Staffing Timeline for Current Year
3. Cluster Dean's Prioritization Staffing Request Form
4. Guidelines for Evaluation of FS Requests – Guiding Principles & Narrative Summary
5. FS Evaluation Rubric
6. Faculty Staffing Historic Data
7. Adjunct Pool Data (this information will be prepared after FSC requests are submitted on 10/9)
8. Faculty Staffing Data

II. List of Documents to Submit to the FSC through the Office of CTE/ED Dean (for each position requested)

1. **Dean's Ranking of Priorities** – a simple list of requested faculty positions in ranked order – One position per rank; justification should not be included on this list. The Dean should identify all ranked positions that will be presented to the FSC.
2. **PRPP Faculty Staffing Report** from current Fall Semester – extracted by the CTE/ED Office and distributed to FSC members.
3. **Narrative Summary (NS)** – a required WORD document which is matched to each position on the Dean's Ranking of Priorities list.*
Limit your response to 2 pages per position maximum (1" margins, 12pt font).

The NS should contain summarized information as indicated by the Guidelines for Evaluation of FS Requests: Narrative Summary Guidelines. This narrative is prepared by either the department chairperson or dean summarizing the need for the position.

* If two positions requested are identical, then one narrative is adequate. However, the positions must be ranked individually.

Wednesday, October 12th: Deadline for Submitting Ranked Lists, completed PRPPs, and Narrative Summaries from the SAs to the CTE/ED Dean no later than 5pm (no exceptions).