

GUIDELINES FOR EVALUATION OF FACULTY STAFFING REQUESTS

Guiding Principles / Narrative Summary

September 20, 2016

I. Faculty Staffing Guiding Principles:

- Ensure position aligns with District Strategic Planning Goals and District-wide priorities
- Balance hiring across mandated missions of California community colleges and SRJC (Transfer; Career Technical Education; Basic Skills; and Student Support Services, including counseling and library services, to support student success and retention)
- Evaluate based on elements presented in the Narrative Summary
- Consider, as needed, historical Narrative Summary faculty staffing request archived in the PRPP
- Consider information provided during Supervising Administrator presentation
- Apply the same quality of review for instructional and allied positions
- Preference will be given to credit faculty positions that meet the guidelines for the faculty obligation number (FON)
- Respect the priority rankings from the clusters as much as possible
- Value open communication between all sites when requesting faculty positions for a department

II. Narrative Summary Guidelines:

A Narrative Summary must be submitted for **each ranked position** and identified as a need in your PRPP documentation. The Narrative Summary should follow these guidelines and summarize the most critical reasons for your request.

Limit your response to 2 pages per position maximum (1" margins, 12pt font).

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

When writing the Narrative Summary, address each of the following bullets, in order:

1. **Position Requested Introduction**

- In which department will the new faculty serve? What discipline or specialty are you requesting?
- Where will the new faculty be assigned?
- Is this a new request or one previously described in your PRPP?
- Is this a growth position (indicate location)? Is this a consolidation of adjunct positions?
- Will this position teach any non-credit classes (or allied services)?

2. **Current Contract Faculty Considerations**

- Would filling this position be in response to lack of anchor faculty for existing or proposed facilities or programs?
- How many contract faculty are currently in your department (indicate reassigned time if appropriate)?

- How many contract faculty positions have been vacated in your department over the past six years (by location)? How many new contract faculty hires have you had in the past six years (by location)?

3. Current Adjunct Faculty Considerations

- What is the current department full-time to part-time faculty ratio?
- How many adjunct faculty are currently in your department (indicate totals by location)?
- What is the availability of adjuncts in this discipline? Explain any difficulties finding qualified adjuncts.
- How many times have adjunct screening/interviews been done in the last three years?
- Is there a shortage of qualified applicants needed to fill necessary course offerings?

4. Instructional Impact

- What are the courses, instructional activities, or student contact that would constitute this faculty member's load? Include site-related duties.
- What is the average class size and enrollment efficiency (fill rate) for this discipline over the past six semesters?
- How strong is the demand for courses that this faculty member would teach? Do classes close before open enrollment ends? Does student demand support additional sections?
- If this position is filled, do resources exist to support the courses this faculty member will teach?

5. District and Departmental Need and Goals

- How would this position support achievement of campus, department, and District goals? Why is it a priority?
- Is this faculty request in response to changing demographics (Basic Skills, ESL, VESL); or Special Populations (DRD, EOPS, Work Experience, etc.); or increase in students from growing populations (e.g., Latinos, older adults, etc.)?
- Describe currency of curriculum, programs, SLO assessments and faculty evaluations in this discipline.
- Explain the impact on your department/campus if you do/do not get this position.

6. Degrees, Certificates, Prerequisites, and/or General Education

- Describe student completion of degrees, certificates in this discipline and numbers awarded for the past three years.
- Describe any impact on prerequisites and general education requirements.

7. CTE Positions (if applicable)

- What is the current and projected labor market demands for this discipline?
- Does this position support collaborative efforts with other colleges in the region?

8. Position Mandates (if applicable)

If any of the following apply, provide a brief explanation, including specific consequences if not met:

- a) Licensing or accreditation mandates for this program,
- b) Safety and liability issues for this program,
- c) National standards that need to be met.

9. District Impact

Please describe any other district need or impact that supports this position. (e.g., special direction from the Chancellor's office).