

Faculty Prioritization: 2020-21
(Interim Process)

1. September 28: Deans to send an email to departments asking if they will be requesting a FT faculty position this year. Deadline for response: October 5th
2. October 5: IR to receive a list of departments requesting a hire. IR will start collecting data.
3. **October 28th**: Dean will send data to departments and ask departments to complete the faculty prioritization form.
4. **November 6th**: Departments will submit the form to the deans.
5. **November 13th**: Each dean will discuss the division priority with the departments.
6. **November 16th**: Deans will finalize the division priority.
7. **November 16th to 20th**: College wide discussion about prioritization.
8. **December 4th**: EVP will submit the prioritized list to the Advisory Council for first read.
9. January 8th: Second read and vote at Advisory Council and
10. January 8th: AC sends recommendation to president.

College wide committee: Deans (4 instructional, DRC, Counseling, Equity), academic senate (2- President, VP or designee), FA (1), classified senate (1), AVPI, AVPWF, AVPSS, EVP

Draft Criteria for Instructional Faculty Prioritization

1. Program Mandates
 - a. Is a full-time position required by an outside entity in order for the college to meet a legal or accreditation mandate? If so, cite source of mandate.
 - b. Is the position funded by categorical funds? Funding for the position can only be spent on the specific purpose of hiring a full-time faculty member for a program. If so, cite source of funding.

2. Program Viability: The faculty prioritization process should never be used to create or discontinue a program at Foothill. Careful consideration must be given the impact of not filling a faculty position on a program's continued viability.
 - a. Would not filling the position with a full-time faculty position jeopardize the viability of the program, and threaten its closure or discontinuance?
 - b. Is there a sufficient pool of qualified part-time faculty to support the program?
 - c. Are there sufficient resources to support the non-instructional requirements of the program?

3. Enrollment Program Demand: Does enrollment demand justify hiring a new full-time faculty member?
 - a. How many part-time/overload assignments are issued in the department each year?
 - b. Examine the fill rate.
 - c. What are the 1320 costs?

4. Equity
 - a. Will adding this position contribute to the College's equity goals?
 - b. Will not adding this position jeopardize the college's equity goals?

5. Faculty Workload: Is the FT faculty workload disproportionately high compared to other programs?

6. Program Quality
 - a. Is there an existing gap in content expertise that a new hire would help fill to significantly increase program quality, retention of students and/or enrollment growth?
 - b. Are there opportunities for program expansion (e.g. new courses, certificates, degrees, etc.) that can only be achieved with a new full-time position?

Faculty Hiring Prioritization Tool – Revised 9/25/2020

Department/Division	
Dean	
Title of Position being requested	

1. In 100 words or fewer explain:
 - a. How will adding this position contribute to the college’s equity goals?
 - b. Why will not adding this position jeopardize the college’s equity goals?
2. Is this position required by an outside entity in order for the college to meet a legal or accreditation mandate? If so, cite the source of the mandate along with the reasoning.
3. Is this position being funded by categorical or general funds? If using categorical funds, include the fund being used.
4. Would not filling the position with a full-time faculty position jeopardize the viability of the program, and threaten its closure or discontinuance? Explain. (150 words or fewer)
5. Is there an existing gap in content expertise that a new hire would help fill to significantly increase program quality, retention of students and/or enrollment growth? (100 words or fewer)
6. Are there opportunities for program expansion (e.g. new courses, certificates, degrees, etc.) that can only be achieved with a new full-time position? (100 words or fewer)
7. Would not filling this position jeopardize the quality or access to this program in terms of non-instructional duties of the FT faculty? Please explain with reference to the specifics below:
 - a. What duties exist outside of classroom instruction for the program?
 - b. How many full-time faculty are currently available to engage in the work listed in part (a) of this question.

8. What is the ratio of Full-Time to Part-Time faculty in the program for the last five years?

	2015-16	2016-17	2017-18	2018-19	2019-20	5-yr %Inc
Full Time Load						
Full Time %						
1320 (FT Overload & PT Load)						
1320 %						
FT / 1320 Ratio						
Total FTEF						

9. What are the enrollment trends for the program over the last five years?

	2015-16	2016-17	2017-18	2018-19	2019-20	5-yr %Inc
Sections						
WSCH						
FTEF (end of term)						

10. What are the productivity and fill rates for the program over the last five years?

	2015-16	2016-17	2017-18	2018-19	2019-20	5-yr %Inc
Productivity (WSCH/FTEF)						
Fill Rate						

11. What are the actual 1320 costs for the program in the last five years?

Academic Year	1320 Cost
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	

12. What are the actual numbers of certificates and/or degrees for the program in the last five years?

Academic Year	Certificates	AA's/AA-T's	Other degree
2019-20			
2018-19			
2017-18			
2016-17			
2015-16			

13. Please offer any additional commentary on the trends provided in the data for questions 9-12 that support your request for a FT faculty member (150 words or fewer).

14. Is there any additional information you would like to add?