Academic Senate

FULL TIME FACULTY HIRING PROCEDURE

Academic Senate’s Statutory Roles with the Board of Trustees:
The Academic Senate is required to reach joint agreement with the Board of Trustees in the following areas:

• Hiring Criteria, policies and procedures for new faculty members: Ed Code Section 87360(B)

The Academic Senate’s hiring ranking system will:

• be a District procedure agreed to by the Academic Senate and the District
• involve faculty in providing data and making determinations
• include objective data in a manner that can be changed/improved as needed
• consider both qualitative and quantitative data as provided by each discipline, program or department through program review
• address the college mission and goals set by the Education Master Plan (EMP)
• consider directives from accrediting bodies such as ACCJC or BRN/NLNAC which may or may not be included in program reviews

Procedure Overview
The Senate requests that the Planning and Resource Allocation Committee (PRAC) form a Full Time Faculty Allocation Committee (FTFAC) to oversee the process for determining how disciplines/departments and programs will be ranked each year for the purpose of prioritizing full time faculty hiring needs. This committee will conduct a data-driven review of conditions in each department/discipline and program, including, but not limited to, input from all disciplines through program review, and college data regarding FT/PT ratios and FTEF. This process will be conducted annually and rankings will be made anew each year.

The FTFAC working with the PRAC will establish a timeline for the yearly ranking process. The Program Review Facilitator will provide the FTFAC with program review data for consideration in determining rankings.

The FTFAC shall use responses from a questionnaire to determine rankings. The questionnaire shall be designed by the FTFAC and reviewed by the Academic Senate, the Program Review Committee and the Vice President of Student Learning. The questionnaire shall be included in the program review template. Comments from academic chairs and deans included in the program review template will also be considered.

Once disciplines requesting FT positions are identified, an open forum will be held at which discipline faculty may make additional comments on their requests directly to the FTFAC.
After the rankings are completed by the committee, the list shall be shared with the Department Chairs for additional review and recommendations and shared with the Academic Senate. Recommendations of the chairs, as a body, shall be returned to the FTFAC for consideration. The FTFAC shall respond in writing to the Chairs explaining any recommendations that are not followed. The final FTFAC recommendations in ranked order shall be submitted to PRAC and PRAC will determine the final number and priority of faculty positions to recommend for hiring. The final PRAC recommendations shall be submitted to the College President.

Committee Structure
The Full Time Faculty Allocation Committee will be composed of the following representatives:

- Three faculty members who sit on the Planning and Resource Allocation Committee
- The Vice President of Student Learning
- The area dean who sits on PRAC

Approved by the Academic Senate April 21, 2011
FULL TIME FACULTY ALLOCATION COMMITTEE QUESTIONNAIRE

The following questions should be addressed thoroughly to provide the Full Time Faculty Allocation Committee accurate and complete information. This information will be necessary to make well-informed decisions that are in the best interest of students’ current and future academic needs within each department at College of Marin.

1. **Number of full-time faculty retirements in the past 10 years.** Please list each faculty name and year of retirement (if retiree was shared with another department, please list the equivalent FTE % for your department), and how this may changes in the coming year(s). Please list instructional equivalencies as necessary,

2. **Number of current and on-going RETCUM faculty.** Please list each faculty name, the equivalent FTE % for your department. Please list instructional equivalencies as necessary.

3. **Number of full-time faculty hired in the past 10 years.** Please list each faculty name and the year of employment (if hired faculty member is shared with another department, please list the equivalent FTE % for your department). Please list instructional equivalencies as necessary and if faculty member was the result of retreat rights.

4. **Number of current and on-going adjunct faculty.** Please list each faculty name, and the total adjunct FTE equivalent as Teaching Units and as FTE % for your department, and how this may changes in the coming year(s). Please list instructional specialties/equivalencies as necessary.

5. **Number of current and on-going Emergency Hire adjunct faculty.** Please list each faculty name, the total Emergency Hire FTE equivalent as Teaching Units and as FTE % for your department and how this may changes in the coming year(s). Please list instructional specialties/equivalencies as necessary.

6. **Reduction in department Teaching Units as a result of full-time faculty retirements or other significant causes.** Provide data that illustrates a teaching unit allocation as a direct result of full-time faculty retirements within your department and how this may changes in the coming year(s). Please list each faculty name and year of retirement (if retiree was shared with another department, please list the equivalent FTE % for your department). Please list instructional equivalencies as necessary.

7. **Recent or forthcoming growth as a result of additional sections of classes to enrollment demands.** Provide data that illustrates the need for additional faculty due to increased section numbers and course wait listed student totals or % of FTEF.

8. **Temporary growth in department Teaching Units as a direct result of a short-term grant or other interim resource.** Provide data that illustrates a teaching unit allocation and/or short-term full-time hire as a direct result internal or external resource allocations that may be impermanent (e.g. Federal, State or CCCMD funding).

9. **Non-Availability of part-time instructors in a subject area.** Provide evidence demonstrating the difficulty in finding part time instructors to teach in the subject area.

10. **Changes in student demand.** Indicate changes in student demand as evidenced by wait lists and other factors.
11. **No full time instructors in the subject area.** Provide data regarding the length of time this discipline has been without a full time instructor.

12. **Current or forthcoming changes that illustrate the immediate need of additional full-time faculty within this department.** Please outline all relevant circumstances that justify the priority of a full-time hire in addition to those already outlined above. Consider changes in the field, changes in the job market and population shifts.

13. **Program Review findings.** Indicate what trends you identified in your last program review that support the need for full time faculty hires. Tie these to the department and college mission.

14. **Other considerations.** Include such information as matriculation needs, response to legislation, or rapid growth of the discipline.