Academic Senate of College of the Canyons
Academic Staffing Committee
Clarifications and Procedures

**Purpose**
The purpose of the Academic Staffing Committee, which evolved from the shared governance process, is to recommend to the Superintendent/President the hiring priority of all academic faculty positions (this includes new positions as well as vacancies created by retirements, terminations, or resignation).

**Membership**
Membership as defined by the Academic Senate shall consist of the following:
- Chief Instructional Officer
- Dean, Student Services
- The Math, Fine Arts, Social Sciences, Applied Arts, and Student Services Division will each have two faculty representatives. The Physical Education and Nursing divisions will each have one faculty representative.
- Additional, non-voting members may be added as resource members.

The Committee is co-chaired by the Chief Instructional Officer and one Committee member appointed by the president of the Academic Senate. All are voting members except for the Chief Instructional Officer who may vote only in the event of a tie.

- Once selected, it is the responsibility of each Committee member to vote in the best interest of the College.

**Initial Meeting**
1. A standard meeting time convenient to the majority of the Committee will be established.

2. An initial meeting shall be set early in the semester to:
   a. Review membership and voting procedures;

   b. Establish future meeting times convenient to the majority of the Committee.
      - Committee members unable to meet at the established times should secure a substitute for either their Committee or for their Academic obligations.
      - In the event that there are no faculty members volunteering from within the divisions to serve on the committee, the Academic Senate may fill the position with a faculty member from outside of that division.

   c. Determine the number of positions to rank and whether a waiting list, if any, beyond this number should be selected;

   d. Determine the length of term (time frame) of the rankings;

   e. Establish selection guidelines and priorities for the current year that will be made public prior to the presentations; and
Establish a timetable and/or procedures for faculty presentations, committee selection, and recommendations of priorities to be sent to the Superintended/President

Meetings:
1. All faculty members will be notified of the timetable and the selection guidelines.
2. Committee members will listen to all presentations. Faculty and administrators are invited to listen to presentations.
3. Department Chairs and/or Division Deans may make presentations.
4. The Committee will deliberate, and vote on each position.
5. The Committee Chairs will notify the faculty and the College President of the Committee’s recommendation and the selection guidelines used for the selection.
   a. The committee reserves the right to establish a “cut-off”, beyond which positions will not be ranked, but listed in alphabetical order

Voting Methods
1. Committee members must be present for all presentations in order to vote.
2. A common rating system will be used for all positions. The details of this system will be made available to individuals who will be making presentations to the committee.

Considerations for Retired Faculty Positions:
1. In general, when there is a faculty retirement or resignation, the college will strive to hire a replacement instructor for the department where the retirement/replacement took place.
2. To ensure that replacement of the retired/resigned faculty member is the best possible option for the college, the Staffing Committee will meet to review the needs of the department and to see if the department should have primacy in replacement.
3. The Department Chair and Division Dean may make a presentation before the Staffing Committee to present their case why their department should have primacy in replacing the faculty position.

November, 2006: Adopted by Academic Senate