

ACADEMIC STAFFING COMMITTEE PROCEDURES & CLARIFICATIONS

I. PURPOSE

The Academic Staffing Committee (ASC) is a standing committee of the Academic Senate. As part of the collegial consultation process, ASC makes recommendations to the Chief Executive Officer (CEO) regarding hiring priorities for all full-time faculty positions. The committee makes recommendations regarding new full-time faculty positions as well as vacant full-time faculty positions created by retirement, resignation, termination, illness, or death.

II. MEMBERSHIP

The Academic Senate defines membership in ASC as follows:

- The Chief Instructional Officer (CIO), and one faculty member appointed by the President of the Academic Senate (Faculty Co-Chair), shall serve as co-chairs;
- One full-time faculty representative from each School/Division;
- The Chief Student Services Officer;
- The Vice President of Human Resources;
- Additional non-voting members may be added as resource members by mutual agreement of the co-chairs.

III. DEFINITIONS OF TERMS

1. *Consultation* is defined as engaging ASC in matters related to the hiring of full-time faculty, including seeking information, advice, or guidance in determining a course of action regarding the hiring of full-time faculty.

2. An *Emergency Hire* is defined as a funded position that may result in a permanent full-time position, depending on whether the pool for a particular discipline has recently been recruited within the past twelve months.

3. A *New Position* is defined as an unfunded full-time position that has not existed previously, or a *Vacant Unfunded Position* that is supported by either district or categorical funds.

4. A *One-Year Contract Faculty INTERIM Position* is defined as a full-time temporary assignment that initiates the tenure process. *Interim Positions* are temporary and utilized because allowing the position to remain vacant while waiting for hire of a permanent replacement would be detrimental to a particular Department/Program.

5. A *Permanent Position* is defined as a funded position that maintains status as a full-time permanent position. A *Permanent Position* is not equivalent to an Interim Position.

6. A *Vacant Faculty Position* is defined as a funded full-time position that has been vacated by the retirement, resignation, termination, illness, or death of a faculty member.

7. A *Vacant Unfunded Faculty Position* is defined as an unfunded position, originally vacated by the retirement, resignation, termination, illness, or death of a faculty member, which may or may not have been reviewed and recommended by ASC, and that has remained vacant for at least one academic year. ASC will maintain a list of all *Vacant Unfunded Faculty Positions*.

IV. PROTOCOLS AND PROCEDURES

1. ASC will meet monthly during the fall and spring semesters, or as required to complete committee business, or by mutual consent of the committee co-chairs.

A. All members of the committee will be notified of the timetable and selection guidelines for meetings.

2. ASC will, on a regular basis, review committee membership; collect data from Program Review; review, and, when necessary, revise the committee's criteria for scoring presentations and general operating procedures.

3. Committee members will attend or review all presentations.

A. Faculty and administrators are invited to listen to in-person and virtual presentations.

B. All presentations will make reference to integrated planning documents, including:

- i. Educational and Master Plan;
- ii. Strategic Goals;
- iii. Program Review.

4. Members of ASC shall not present to the committee, but may appoint a designee to present to the committee on their behalf.

5. Department/Program Chairs, designees, and/or Academic Deans may make presentations.

6. ASC will deliberate and make recommendations on all full-time faculty positions.

7. ASC shall maintain an ongoing List of Recommendations regarding all full-time positions.

8. The committee co-chairs will notify the CEO and President of the Academic Senate of the committee's recommendations and the methods used for ranking all recommendations. Notification will be provided by way of the List of Recommendations and a report that details the committee's activities and methods for compiling the List of Recommendations.

9. Full-time faculty hiring decisions should be communicated to the co-chairs of ASC for consultation prior to Board of Trustees (BOT) authorization for the hire of full-time faculty. If the Faculty Co-Chair is unavailable, consultation shall be made with the President of the Academic Senate.

10. When there has been BOT authorization for the hire of full-time faculty, but the Full-Time Hiring Committee is unable to identify a suitable candidate for a position, then:

- A. The Full-Time Hiring Committee should continue to seek a suitable candidate for the open position and notify both co-chairs of ASC regarding the status of the search. If the Faculty Co-Chair is unavailable, notification shall be made to the President of the Academic Senate.
- B. The Full-Time Hiring Committee shall notify both co-chairs of ASC if the search is canceled. If the Faculty Co-Chair is unavailable, notification shall be made to the President of the Academic Senate.
- C. The Department/Program should return to ASC and present again if the Department/Program opts to alter the job description or specialization before conducting a new search.

11. In the event of extenuating circumstances, Human Resources will consult with both co-chairs of ASC before a position that has not been considered by ASC is offered. If the Faculty Co-Chair is unavailable, notification will be made to the President of the Academic Senate.

12. The following considerations for Grant-Funded/Categorical Faculty Positions shall be observed:

- A. All faculty positions, regardless of funding sources, will be submitted to ASC for review;
- B. Presentations must be made to ASC and will follow the same methods as requests for other full-time faculty positions;
- C. Presentations should pay particular attention to the stability of funds and institutionalization of the position.

V. LIST OF RECOMMENDATIONS

1. The Faculty Co-Chair will transmit the committee's List of Recommendations to the CEO and President of the Academic Senate after each update or revision of the list.

2. The List of Recommendations will consist of a single ranked list comprised of recommendations for all full-time faculty positions. The list will be arranged in the following manner:

- A. The list will be organized into two categories: “RECOMMENDED” and “NOT RECOMMENDED.”
- B. All requests for full-time positions recommended by ASC—regardless of status or funding sources—will be included in a single, combined list;
- C. All recommended positions will be ranked in numerical order based on the mean score derived during the scoring process;
- D. Positions that receive equal mean scores will be ranked equally but arranged in alphabetical order;
- E. The following information will be included for all positions included on the list: title and status of the position; mean score derived during the scoring process; academic term of the request.
- F. All positions reviewed but not recommended by the committee will be included on the List of Recommendations in the category titled “NOT RECOMMENDED.”

VI. VOTING AND SCORING METHODS

- 1. All members of ASC are voting and scoring members, except for the Chief Instructional Officer and Faculty Co-Chair. The Chief Instructional Officer and Faculty Co-Chair may vote, with mutual agreement, only in the event of a tie vote. The Chief Instructional Officer and Faculty Co-Chair shall not score presentations.
- 2. It is the responsibility of each ASC member to vote and score presentations in the best interests of the College.
- 3. ASC members must review all requests for full-time positions and be present for all presentations, or review recordings of presentations, before scoring presentations.
- 4. A common rating system/rubric will be used for all presentations. The details of this system/rubric will be made available to all individuals making presentations.

VII. VACANT FACULTY POSITIONS

- 1. Recommendations for *Vacant Faculty Positions* (replacement hires) will be scored and ranked in a single List of Recommendations that combines recommendations for all full-time faculty positions.
- 2. When there is a *Vacant Faculty Position*, the College will strive to hire a replacement instructor. To ensure that a replacement hire is the best possible option for the College, ASC will meet to review the needs of the department and make recommendations using the same methods and guidelines utilized for *New Positions*.

3. The Department/Program Chair, or designee, will present to ASC with the assistance of the Academic Dean in support of the Department/Program's request for a replacement hire.
4. If ASC determines that the vacant position is not a college priority, ASC will assign that position to the "NOT RECOMMENDED" category on the List of Recommendations. In such an event, that vacant position should be filled by another position on the List of Recommendations.
5. Previously funded *Vacant Faculty Positions* remain funded for one academic year. Previously funded positions that remain vacant for more than one academic year shall be reclassified as *Vacant Unfunded Faculty Positions*.
6. Departments requesting appointments for *Vacant Unfunded Faculty Positions* must present to ASC following the guidelines for *New Faculty Positions*.

VIII. PROCEDURES FOR REVIEW OF VACANT POSITIONS

1. Once Human Resources notifies ASC of a recent or upcoming full-time vacancy in a Department/Program, the committee will review the vacancy and make a recommendation to the CEO after the respective Department/Program has made a formal presentation to the committee. ASC cannot review a future vacancy before Human Resources receives an official letter of resignation or intent to retire from the current member of the faculty.
2. Department/Program Chairs must prepare a one-page, one-sided summary to be submitted to the Faculty Co-Chair prior to presentation. This document will be shared with the committee and used in evaluating the need for the replacement position(s).
3. ASC will then schedule a time for the Department/Program Chair, designee, and/or Academic Dean to present to the committee regarding the replacement position(s).
4. Presentations will be limited to ten minutes per department, regardless of how many positions are requested. For example, if the English Department requests two replacement positions, one in Developmental English and one in Transfer English, these two positions would be requested as part of a single presentation. Conversely, if the disciplines vary, or the positions differ greatly in specialization (e.g. Geography and Astronomy as differing disciplines of Earth and Space Sciences), this could warrant two separate ten-minute presentations, two separate summaries, and two separate reports. Department/Program Chairs and Academic Deans should direct all questions to the Faculty Co-Chair prior to scheduling a presentation.
5. The one-page summary should include the following:
 - A. Title of position and name of faculty member to be replaced
 - B. Brief job description (approximately two sentences)
 - C. Requests for multiple positions must include a list that prioritizes each position

- D. Justification for changes in the position or job description since the last appointment. For example, justification must be given if an English generalist instructor retires but the department would prefer to replace the generalist with a basic skills instructor.
- E. All relevant Program Review data. For example, the current number of full- and part-time faculty, Full-Time Equivalent Faculty (FTEF) number, Full-Time Equivalent Student (FTES) number, trendlines in FTES, current faculty load data, etc.
 - i. The summary should include Program Review data from the previous four academic years.
- F. The funding source for the position, if applicable.
- G. Staffing history of the department, including recent hires and *Vacant Unfunded Faculty Positions* not authorized for rehire.
- H. Additional information that may be helpful to ASC in making recommendations, if applicable, including but not limited to the following:
 - i. Improvements to adjunct/full time ratio;
 - ii. Important employment/job market demand;
 - iii. Weekly Student Contact Hours (WSCH) or FTES numbers;
 - iv. Coordination of Department/Program or staff;
 - v. Issues related to access, equity, inclusion, or student retention;
 - vi. Regulatory or legal compliance;
 - vii. College competitiveness;
 - viii. Issues related to hiring adjunct faculty;
 - ix. Department growth and innovation.

6. Supporting materials provided to the committee shall be limited to the one-page, one-sided summary.

7. Presenters should be timely and punctual or forfeit the opportunity to present to ASC.

8. *Vacant Faculty Positions* recommended for hire shall remain on the List of Recommendations for no more than three years; positions on the List of Recommendations that fail to receive BOT authorization for hire will be removed from the list after three years.

- A. The Faculty Co-Chair will notify Department/Program Chairs and Academic Deans when recommendations approach the end of the third (“sunset”) year and are scheduled for removal from the List of Recommendations.
- B. Sunsetting recommendations may be renewed for another three-year cycle following the guidelines for *New Faculty Positions*.

9. All recommendations for *Vacant Faculty Positions* and *Vacant Unfunded Faculty Positions* shall be updated to reflect the most recent date of review, as well as the original date of recommendation by ASC. This will allow the committee to track the duration of requests made prior to BOT authorization for hire.

IX. NEW FACULTY POSITIONS

1. ASC will solicit and review requests for *New Positions* according to the following procedures:

- A. Publish selection guidelines for the current academic year prior to presentations.
- B. Establish a timetable and procedures for faculty presentations and ASC recommendations.
- C. Issue a “call for presentations for request of new faculty positions” to Department/Program Chairs and Academic Deans.
- D. Establish a presentation schedule that is convenient for a majority of the members of the committee.
- E. ASC members unable to meet at the designated times shall review recordings of each presentation, if such recordings are made; or, designate a substitute to attend presentations on their behalf.
- F. ASC will use Program Review data to maintain consistency in scoring.
- G. The Chief Instructional Officer may join or make presentations when necessary to provide a global perspective.

X. PROCEDURES FOR REVIEW OF NEW POSITIONS

1. Department/Program Chairs must prepare two supporting documents to be submitted to the Faculty Co-Chair prior to presentation:

- A. a one-page, one-sided summary identical to that prepared for *Vacant Faculty Positions*;
- B. a completed “Faculty Staffing Request for New Positions: Full-Time Faculty” report.

2. Both supporting documents will be shared with the committee and used in evaluating the need for new position(s).

3. ASC will then schedule a time for the Department/Program Chair, designee, and/or Academic Dean to present to the committee regarding the new position(s).

4. Presentations will be limited to ten minutes per department, regardless of how many positions are requested. For example, if the English Department requests two new positions, one in

Developmental English and one in Transfer English, these two positions would be requested as part of a single presentation. Conversely, if the disciplines vary, or the positions differ greatly in specialization (e.g. Geography and Astronomy as differing disciplines of Earth and Space Sciences), this could warrant two separate ten-minute presentations and two separate one-page summaries. Department/Program Chairs and Academic Deans should direct all questions to the Faculty Co-Chair prior to scheduling a presentation.

5. The one-page summary should include the following:

- A. Title of position
- B. Status of position (i.e. new request or representation of request already on List of Recommendations)
- C. Brief job description (approximately two sentences)
- D. Requests for multiple positions must include a list that prioritizes each position
- E. Justification(s) for new hire.
- F. All relevant Program Review data. For example, the current number of full- and part-time faculty, Full-Time Equivalent Faculty (FTEF) number, Full-Time Equivalent Student (FTES) number, trendlines in FTES, current faculty load data, etc.
 - i. The summary should include Program Review data from the previous four academic years.
- G. The funding source for the position, if applicable.
- H. Staffing history of the department, including recent hires and *Vacant Unfunded Positions* not authorized for rehire.
- I. Additional information that may be helpful to ASC in making recommendations, if applicable, including but not limited to the following:
 - i. Improvements to adjunct/full time ratio
 - ii. Important employment/job market demand
 - iii. Weekly Student Contact Hours (WSCH) or FTES numbers
 - iv. Coordination of Department/Program or staff
 - v. Issues related to access, equity, inclusion, or student retention
 - vi. Regulatory or legal compliance
 - vii. College competitiveness
 - viii. Issues related to hiring adjunct faculty
 - ix. Department growth and innovation

6. Supporting documents provided to the committee shall be limited to the one-page, one-sided document summary and “Faculty Staffing Request for New Positions: Full-Time Faculty” report.
7. Presenters should be timely and punctual or forfeit the opportunity to present to ASC.
8. *New Positions* recommended for hire shall remain on the List of Recommendations for no more than three years; positions on the List of Recommendations that fail to receive BOT authorization for hire will be removed from the list after three years.
 - A. The Faculty Co-Chair will notify Department/Program Chairs and Academic Deans when specific recommendations approach the end of the third (“sunset”) year and are scheduled for removal from the List of Recommendations.
 - B. Sunsetting recommendations may be renewed for another three-year cycle following the guidelines for *New Faculty Positions*.
9. All recommendations for *New Positions* shall reflect the most recent date of review and recommendation by ASC.

Approved by the Academic Senate on May 1, 2025