



**Faculty Staffing Request for New Positions  
Support Services  
Data and Rationale Form**

**2017-2018**

**Date**

**1. Position Information**

Position Title	
Department or Program Area	
School/Division	
Position Description	
Duties	
Qualifications	
Desirable Qualities	
Percent of F/T (Typically 100%)	

**Funding Source**

District                       Categorical (grant)

If categorically funded please indicate:

Source of funding \_\_\_\_\_

Length of time funding is available \_\_\_\_\_

**Number of Positions**

Please indicate the number of positions requested \_\_\_\_\_

**If requesting two positions:**

- *If the disciplines vary, or the positions differ greatly, i.e. Geography and Astronomy as differing disciplines of Earth Science, this could warrant two separate ten-minute presentations and two separate one-page position descriptions.*
- *Alternatively, if the English department were requesting a new position in Developmental English and Transfer English, these two positions would warrant one presentation. Any concerns should be discussed with the ASC Co-Chairs before scheduling a presentation.*

**Priority of Request for Multiple Positions**

If requesting multiple positions they must be prioritized numerically

1.	
2.	

**Position Type**

New                       Vacant



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**2. Department Snapshot: Historical Data**

Please complete the table below

*Information for each category should be attained from the data source indicated*

*For Program Data use current data posted to the ASC Intranet page*

*Information for each year will be for the FULL academic year, not just fall and spring semesters*

<b>Category</b>		<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>17/18</b>
Number of FT faculty	Program Data				
Number of PT faculty	Program Data				
Support Service Ratio	Department				
FTES	Program Data				
FTEF (total)	Program Data				
Full-Time FTEF	Program Data				
Overload FTEF	Program Data				
Adjunct Faculty FTEF	Program Data				
Percent of Faculty Who Were Full- Time	Program Data				
Instructional Load					
Sections Taught					

**Staffing History: 10-Year Perspective**

Please providing the number of Full-Time department positions lost due to retirement, resignation, termination, transfer or other, and department positions hired over a 10-year period:

**Positions lost** \_\_\_\_\_

**Positions hired** \_\_\_\_\_

New FT Faculty positions recommended for hire by ASC but not recommended for authorization to hire by the Board of Trustees \_\_\_\_\_

*If there have been any Vacant positions during the past ten years that have not been filled please explain:*

*If there have been any New Full-Time positions recommended by the ASC, but not recommended for authorization to hire by the Board of Trustees, please explain:*

**3. Availability of Qualified Part-Time Faculty**

Please assess the availability of Part-Time faculty as follows:

- Unavailable       Seldom Available       Available       Highly Available

*Please use specific examples, i.e. Number of qualified applicants versus hires, adjunct pool size, etc.*

**Recruitment**

Please describe any applicable recruitment efforts for qualified Part-Time faculty:

**Specialized Qualifications**

Please indicate any applicable specialized qualifications for Part-Time faculty:

- Degree       Training       Experience       Other

*Please explain:*

**Discipline Specific Factors**

Please indicate any factors specific to the discipline that impact availability of Part-Time faculty:

- Emerging technology       Rapid change in technology       Other

*Please explain:*

**External Regulatory Agency Requirements and / or Standards**

Please indicate any applicable external regulatory agency requirements and/or standards that Full-Time faculty must meet AND that impact availability of Part-Time faculty:

- Accreditation       Regulatory       Health and Safety       Other

*Please explain:*

**4. Support Service Ratio**

**Connection to Program Review**

Which of the following staffing recommendations was made in the most recent 3-Year Program Review for your department:

- Reduce the number of Full-Time faculty
- Maintain the number of Full-Time faculty
- Increase the number of Full-Time faculty

Is the requested position mandated by a licensing body requiring specific numerical, health and safety, or professional qualification standards be maintained in order to continue the program?

- Yes
- No

*If Yes, please provide details:*

How does this position connect to the Department SLOs?

*Please explain:*

**Support Services Impacted**

- |                                  |                                   |  |   |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Library | <input type="checkbox"/> TLC      | <input type="checkbox"/> Counseling    | <input type="checkbox"/> Student Health |
| <input type="checkbox"/> DSPS    | <input type="checkbox"/> Veterans | <input type="checkbox"/> Adult Reentry | <input type="checkbox"/> Other          |

*Explain how this position will assist special populations:*

- Position would improve coordination of programs and / or staff in the discipline

**5. College Growth Projections**

Please provide a projection of program growth based on the enrollment data provided in program review. Data for projections should be found in the Master Plan.



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Category	2015-15	2016-17	2017-18 Projection
FTES			
Student Population supported			

**New or Additional Facilities**

*If program growth has been, or will be impacted, by new or additional facilities please explain:*

**6. Additional Considerations**

**Other Recommendations**

*Please indicate whether any of the following support recommendation for this position:*

- Advisory Committee     
  Professional Organization     
  CSU/UC Admission Changes

Would recommendation of the requested position increase competitiveness of the College?

*Please explain:*

**The Division Dean must complete the following sections**

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**7. Staffing Request Division Review**

*To be completed by the Division Dean*

**Full-Time Faculty**

Existing number of Full-Time department faculty in the current academic year: \_\_\_\_\_

FTEF: \_\_\_\_\_

**Priority of Requests for Multiple Positions**

If the Division or Program area is requesting multiple positions, please prioritize this request numerically as follows:

*Priority within the Division:*

Ranked \_\_\_\_\_ of \_\_\_\_\_ Total requests within the Division

*Priority within the Program area:*

Ranked \_\_\_\_\_ of \_\_\_\_\_ Total requests within the Program

**Comments of the Division Dean**