

Academic Staffing Committee
Clarifications and Procedures
2015-2016

I. Purpose

The purpose of the Academic Staffing Committee (ASC), a part of the collegial consultation process, is to recommend to the Chief Executive Officer (CEO) the hiring priority of all full-time academic faculty positions, including those defined as vacancies created by retirements, terminations, and resignations.

II. Membership

Membership as defined by the Academic Senate shall consist of the following:

- The Chief Instructional Officer, and one faculty member appointed by the president of the Academic Senate, shall act as co-chairs.
- The Chief Student Services Officer
- One full-time, faculty representative from each of the following divisions:
 - Allied Health
 - CTE/CWEE
 - Education
 - Fine and Performing Arts
 - Humanities
 - Learning Resources
 - Math/Science
 - Physical Education
 - Social Science/Business
 - Student Services
- The Vice President of Human Resources as a non-voting representative from Human Resources
- Additional non-voting members may be added as resource members by mutual agreement of co-chairs.

III. Protocols and Business

1. The ASC will meet on a monthly basis during the academic school year, or as needed by mutual consent of the committee chairs
2. All faculty members will be notified of the timetable and the selection guidelines.
3. Committee members will be present to hear all presentations.
 - a. Faculty and administrators are invited to listen to in-person presentations.
4. Department Chairs, designees and/or Division Deans may make presentations.
 - a. ASC members shall not make presentations for new faculty but may select a designee.

Academic Staffing Committee
Clarifications and Procedures
2015-2016

5. The ASC will deliberate and make a recommendation on each district-funded position; new or vacant.
6. The ASC Chairs will notify the Academic Senate and the CEO of the Committee's recommendation and the selection guidelines used for the selection.
 - a. The ASC will classify requests for *New or Vacant Faculty Positions* as urgent, strongly recommended, recommended, or not ranked.
 - b. Each category will be listed in rank order by year.
7. The ASC shall maintain an ongoing list of *New Recommended Positions, Vacant Funded, and Vacant Un-funded* positions, and the status of those positions will be posted to the ASC website from 2007 forward.
8. Full-time faculty hiring matters should be brought to both ASC Co-Chairs for consultation prior to Board authorization for hire of full-time faculty. If the ASC Faculty Chair is unavailable consultation shall be made with the Academic Senate President.
9. When there has been Board authorization for hire of a *New Position or Replacement Position*, but the Full-Time Hiring Committee was not able to identify a suitable candidate for that position, then:
 - a. The Full-Time Hiring Committee should continue to seek a suitable candidate for rehire of the position.
 - b. If the Full-Time Hiring Committee was not able to identify a suitable candidate the Full-Time Hiring Committee will notify both ASC Co-Chairs. If the ASC Faculty Chair is unavailable, notification shall be made to the Academic Senate President.
 - c. *Human Resources* will notify both ASC Co-Chairs before an *Interim Position* is hired. If the ASC Faculty Chair is unavailable, notification will be made to the Academic Senate President.

IV. Voting Methods

1. It is the responsibility of each ASC member to vote in the best interest of the College.
2. ASC members must review all position requests and be present for all in-person presentations in order to vote for a specific position. The ASC may choose to use averages or mean of ranking to vote.
3. A common rating system will be used for all positions. The details of this system will be made available to individuals making presentations
4. All ASC members are voting members except for the Chief Instructional Officer and Faculty Co-Chair, who will vote only in the event of a tie.

Academic Staffing Committee
Clarifications and Procedures
2015-2016

V. Definitions

1. A *Vacant Faculty Position* is defined as a funded position, vacated by resignation, retirement, illness or death of a faculty member.
2. A *Vacant Unfunded Faculty Position* is defined as an unfunded position, originally vacated by resignation, retirement, illness or death of a faculty member, which has been reviewed and recommended by the ASC, but become unfunded following the academic year in which the vacancy occurred.
3. A *New Position* is defined as an unfunded position, which has not existed previously, or is a *Vacant Unfunded Position*, whether categorically or district funded.
4. An *Interim Position* is defined as a full-time temporary position, up to a one-year assignment, in which the tenure process begins. *Interim Positions* are designed to temporarily fill a needed position because allowing the position to remain vacant while waiting for hire of a permanent replacement would be detrimental to the Program.
5. A *Permanent Position* is funded and defined as having an unchanging status as a full-time permanent position. A *Permanent Position* is not equivalent to an *Interim Position*.
6. *Consultation* is defined as engaging the ASC in seeking information, advice and or guidance in determining a course of action.

VI. Considerations for Vacant Faculty Positions

1. Recommendations for *Vacant* (replacement) *Positions* should remain separate from the recommendations for *New Faculty Positions*. *Vacant Positions* remain funded for the next academic year and become *Vacant Unfunded Positions* thereafter.
2. In general, when there is a *Vacant Faculty Position*, the college will strive to hire a replacement instructor for the department where the vacancy took place. To ensure that replacement of the retired or resigned faculty member is the best possible option for the college, the ASC will meet to review the needs of the department and recommend using similar methods to guidelines for *New Positions*, if the department should have primacy in replacement.
3. The Department Chair or designee and/or Division Dean will make a presentation to the ASC in support of the assertion their department should have primacy in replacing the faculty position.
4. If the committee decides the vacant position is not a College priority, the position should be filled by a discipline on the “new faculty” recommendations list, preferably within the same division.
5. If a *Vacant Faculty Position* remains unfilled, at the end of the next fiscal year the position becomes a *Vacant Unfunded* position. The department must follow the guidelines for “call for presentations for request of new faculty positions” if seeking to replace a *Vacant Unfunded* position.

Academic Staffing Committee
Clarifications and Procedures
2015-2016

VII. Guidelines for Review of Vacant Positions

1. Once the Human Resources Department notifies the ASC of a recent or upcoming full-time vacancy in a program, the ASC reviews this vacancy at its next monthly meeting and will make a recommendation to the CEO regarding the replacement. (Please note: the ASC cannot review any positions until the Human Resources Department receives an official letter of resignation or intent to retire.)
2. The Department Chair must prepare a one-page, one-sided document to be submitted to ASC Co-Chairs. This document will be shared with the entire ASC and used in evaluating the need for the replacement position and forwarded to the CEO.
3. The ASC may invite the Department Chair and/or Division Dean to be available at the next ASC meeting, as a resource for the ASC should any questions regarding the replacement position arise.
4. The one page document should include the following:
 - a. Title of position
 - b. Brief job description (approximately two sentences)
 - c. Justification for changes in the position or job description since last hire – for example: an English generalist instructor retires but the department would like to make an argument for a basic skills instructor (if applicable)
 - d. Program review data (current number of full time and part time faculty, FTEF, load, etc.) For consistency use only current data, information available on the staffing committee intranet page, as your data source.
 - e. Funding source for this position (if applicable)
 - f. Additional information that may be helpful to the ASC in making recommendations, if applicable, including but not limited to how the position:
 - i. Improves adjunct/full time ratio
 - ii. Meets an important employment / job market demand
 - iii. Addresses historically low WSCH/FTE
 - iv. Contributes to the coordination of programs, staff
 - v. Addresses access, equity, retention issues
 - vi. Addresses regulatory / legal compliance issues
 - vii. Makes COC more competitive
 - viii. Circumvents difficulty of hiring adjuncts
 - ix. Addresses department growth and innovation
 - x. Contributes to future plans for department growth and innovation

Academic Staffing Committee
Clarifications and Procedures
2015-2016

5. Materials provided to the committee shall be limited to the one-page, one-sided document, and presentation.
 - a. Supplemental materials, including but not limited to visual aids, PowerPoint presentations, props and/or materials that could be construed as inducements, will not be allowed during the presentation
6. Presenters should be timely and punctual or forfeit the current opportunity to make a presentation

VIII. Vacant Unfunded Positions

1. If the Board of Trustees does not authorize rehire of a vacated position within the next academic year, it becomes a *Vacant Unfunded* position.
2. In order to reprioritize this position, the Department Chair, designee, or Division Dean may make a new presentation to the ASC, following the “call for presentations for request of new faculty positions” guidelines.
3. In their recommendations to the CEO, the ASC will give special consideration to *Vacant Unfunded Positions*.

IX. Requests for New Positions

Annually the ASC will:

- a. Review membership, establish criteria for scoring presentations, collect data from recent program reviews, and review ASC voting procedures.
- b. Publish selection guidelines and priorities for the current year prior to the presentations.
- c. Establish a timetable and procedures for faculty presentations and ASC selection.

A “call for presentations for request of new faculty positions” will be sent to the faculty and academic deans.

- a. Presentation scheduling should be established at future meeting times convenient to the majority of the ASC.
- b. ASC members unable to meet at the established times should secure a substitute for either their conflicting committee or academic obligations.
- c. The ASC will use data collected during program review to maintain consistency.
- d. Each presentation should include a job description for the *New Position* requested.
- e. One-page position descriptions should define the duties and describe desirable qualities for candidates. (The ASC will provide model job descriptions to presenters.)

Faculty or designees shall make presentations for new faculty positions to the ASC.

Academic Staffing Committee
Clarifications and Procedures
2015-2016

- a. Deans or designees will make subsequent presentations when appropriate.
- b. The CIO shall make presentations when necessary to provide a global perspective.
- c. The ASC shall determine the number of positions to recommend per availability of funding, the length of term (time frame) of the list, and suggested priorities to be sent to the CEO.

X. Guidelines for New Positions

1. As groundwork for presentations of *New Full-Time Faculty* positions, Department Chairs or Deans must prepare a one-page, one-sided document to share with the ASC.
 - a. One-page position descriptions should define the duties and describe desirable qualities for candidates. (The ASC will provide model job descriptions to presenters.) This document will be used in evaluating the need for the new position, and forwarded to the CEO.
 - b. Presentations will be limited to ten minutes per department, regardless of how many positions are requested. 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.
2. The one page, one-sided document, and presentation should include the following:
 - a. Title of position or positions
 - b. If requesting multiple positions, positions must be prioritized
 - c. Connection of position to the mission of the college, i.e. basic skills, transfer or CTE
 - d. Brief job description (one paragraph)
 - e. Program review data (current number of full time and part time faculty, FTEF, load, etc.) – current data is available on the ASC intranet page. For consistency with other presentations this information must be used as the data source.
 - f. Funding source for the position, i.e. categorical or district (if applicable). If funding is categorical indicate the length of time funding is available.
 - g. Staffing history of the department detailing:
 - i. *Vacant Unfunded Positions* not authorized for rehire
 - h. Materials provided to the ASC shall be limited to the one-page, one-sided document, and presentation.

Academic Staffing Committee

Clarifications and Procedures

2015-2016

- i. Supplemental materials, including but not limited to visual aids, PowerPoint presentations, props and/or materials that could be construed as inducements, will not be considered.
 - i. Presenters should be timely and punctual or forfeit the current opportunity to make a presentation
3. Any other information that may be helpful in making our recommendations (if applicable), including but not limited to:
 - a. Improves adjunct/full time ratio
 - b. Meets an important employment / job market demand / CTE
 - c. Addresses historically low WSCH/FTE
 - d. Coordination of programs, staff / need for “lead” in the discipline area
 - e. Addresses regulatory / legal compliance issues
 - f. Would make COC more competitive
 - g. Scarcity of adjuncts in the discipline area
 - h. Department growth and innovation
4. After presentations, the ASC will create and maintain a list of “*New Full-Time Recommended Faculty Positions*” for new hire, based on the need for efficiency and current planning.
5. Recommendations for new faculty positions will be grouped in 4 categories, in alphabetical order under each category:
 - a. Urgent
 - b. Strongly Recommended
 - c. Recommended
 - d. Not Recommended
6. No position shall remain on the “*New Full-Time Recommended Faculty Positions*” list in excess of 3 years.
7. In order to maintain current data for positions based on need the ASC will review all recommended positions that have not been moved to the Board of Trustees for authorization to hire, every 3 years.
 - a. This review shall include a presentation to the ASC, including the most current program information.
 - b. The “*New Full-Time Recommended Faculty Positions*” list shall be updated to reflect the most recent date of review, as well as the original date of recommendation by the ASC. This will assist the ASC in tracking the length of time a program has been waiting for a *New Full-Time Faculty Position* to be moved to the Board of Trustees for authorization to hire.

Academic Staffing Committee
Clarifications and Procedures
2015-2016

8. Recommended positions moved to the Board of Trustees for authorization to hire will be removed from the “*New Full-Time Recommended Faculty Positions*” list.
9. Revisiting Presentations
 - a. It is not necessary to represent arguments to the committee for *New Full-Time Faculty Positions* that have been placed on the “*New Full-Time Recommended Faculty Positions*” list during the 3-year cycle, unless data or circumstances surrounding the program needs have changed dramatically since the initial presentation; i.e. Change in legal mandate, extreme program growth, increase in *Unfunded Vacant Positions*.

XI. Considerations for Grant Funded / Categorical Faculty Positions

1. All *New Full-Time* and *Vacant* grant-funded and/or categorically-funded faculty positions shall be submitted to the ASC for review.
2. Presentations must pay particular attention to the stability of funds and include the revenue source, the expected duration of the funding source and the timeframe for the institutionalization of the position should the grant and/or categorical funding cease.
3. The job description and all other literature regarding the position shall include information regarding the District’s obligation to these faculty members and institutionalize the positions after grant and/or categorical funding ends.