



Faculty Staffing Request for New Positions
Full-Time Faculty
Data and Rationale Form

2017-2018

Date

1. Position Information

Form with fields for Position Title, Department or Program Area, School/Division, Position Description, Duties, Qualifications, Desirable Qualities, and 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

Table with 2 rows and 2 columns for prioritizing multiple positions.

Position Type

New Vacant

Connection to the College Mission

Please check one of the following:

Basic Skills Transfer CTE



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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

Category	Data Source	14/15	15/16	16/17	17/18
Number of FT faculty	Program Data				
Number of PT faculty	Program Data				
Number of sections FT faculty typically teach to make load	Department				
FTES	Program Data				
WSCH	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:

4. 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:



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Accreditation

Regulatory

Health and Safety

Other

Please explain:

5. Department Staffing and Program Review: Current Assessment

Overload Assessment

Must Full-Time faculty in your department teach overload due to lack of availability of qualified Part-Time Faculty?

Yes No

If Yes, please provide the names and overload of impacted Full-Time faculty members:

	Full-Time Faculty	Overload
1.		
2.		
3.		
4.		

Part-Time Faculty Impact

Current number of Part-Time faculty exceeding 67% load: _____

Semesters in which at least one Part-Time faculty has exceeded 67% load: _____

Program Impact

If a Full-Time faculty member is not hired will any of the following be reduced or eliminated?

Please check all that apply:

Class Sections Curriculum Degrees

Please provide details regarding changes to sections taught, course offerings, and / or degrees impacting Department staffing needs:

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

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:

6. Program 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.

Category	2015-16	2016-17	2017-18 Projection
WSCH			
FTES			

Would recommendation of the requested position:

- Support department innovation and growth
 Address WSCH/FTE ratio

Please explain:

Impaction Analysis

If the program could offer additional course sections, *AND FILL* those additional sections, but has not done so, is this primarily due to limitations in:

- Available Facilities Budget / Funding Qualified P/T Faculty Other

New or Additional Facilities

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

7. Job Market Outlook

Please provide the following information if requesting a position for a CTE Program, or if applicable to the goals of Basic Skills or Transfer.

Data can be obtained though the CA Employment Development Department online:



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Main Page: <http://www.labormarketinfo.edd.ca.gov/>

Occupation Profile page:

www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occxplorerqssselection.asp?menuchoice=occxplorer

Local Area Profile page: www.labormarketinfo.edd.ca.gov/cgi/databrowsing/localareaproqsselection.asp?menuchoice=localareapro

Occupation (rank greatest number of openings first)	Short Term Number of Projected Job Openings (CA / LA County)	Long Term Number of Projected Job Openings (CA / LA County)

Other Job Market Data

Other Recommendations

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

- Advisory Committee
 Professional Organization
 CSU/UC Admission Changes

8. Additional Considerations

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

Please explain:

The Division Dean must complete the following sections:

9. 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 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:



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Ranked _____ of _____ Total requests within the Program

Impact on Support Services

Please indicate whether this position impacts any of the following support services:

Library / TLC

Counseling

Other

Please explain:

Comments of the Division Dean