Chabot College

Process for Prioritization of New and Replacement Full-Time Faculty Positions

I.   Process for Review and Ranking of Proposed Positions

   A.   Level I review will consist of submission of written proposals and brief 5-minute presentation per position made by proposers to The Faculty Prioritization Committee of the following composition:

   - Ten (10) administrators, including the Vice Presidents of Academic and Student Services (2) and eight (8) Deans overseeing faculty, including instructional divisions, library, counseling, and special programs; and

   - Seventeen (17) voting faculty. Two faculty representatives from each of the six instructional divisions, one faculty representative from library two faculty representatives from student services areas, the Academic/Faculty Senate President, and a Faculty Association representative.

   - IPBC and the Faculty Prioritization Committee will receive the most recent three years Enrollment Management data elements for **all programs** as follows:
        1. Number of sections.
        2. Maximum enrollment, actual enrollment, and percent fill rate.
        3. Full-time and Part-time FTEF.
           - Sort out Over Load FTEF,
             Breaking out full-time versus part-time versus over load,
           - And then % from FT/FT+OL+PT and FT/FT+PT.
        4. WSCH, FTES, and WSCH/FTEF.
        5. Success data from the CEMC success tool.
   - The College President will provide his vision to the IPBC.
   - The Faculty Prioritization Committee will be trained in deciphering data.
   - IPBC and the Faculty Prioritization Committee will review the data and independently identify areas of need and priority based on the above data
        - Stipulate areas of need as defined by discipline for instructional areas and/or by program for non-instructional areas.
   - IPBC and the Faculty Prioritization Committee will confer and come to consensus on a preliminary ranking**.**
        - This be may be done with a joint meeting. The Faculty Prioritization Committee may attend an IPBC meeting or the IPBC may attend a Faculty Prioritization Committee meeting.
   - IPBC shares its vision of the college's mission, values, goals, etc. and its impact on the preliminary areas of need ranking with the College President.
   - Preliminary ranking will be distributed to divisions and position proposals will be made in light of this data.
   - Position proposals that would not naturally come from a division as presently constituted may be proposed by a college committee, a council, a task force of the college, or a vice president.)

FACULTY-POS-PROCESS-REV.DOC
10/10/01; REV 10/24/01; REV 10/25/01 mhm, REV 8/28/03 RT, REV 9/25/03 cmg, REV 12/11/03, REV 10/21/04, Rev 10/6/05

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- Based on the quantitative and qualitative data, the Faculty Prioritization Committee will begin its ranking process.
- The proposed new ranked positions will be forwarded to Level II.

After review of proposals and presentations, the committee will deliberate and rank the proposed new positions for forwarding to Level II.

Ranking is done with weighted voting. The number of positions available to recruit based on retirements/resignations and growth positions, as provided to the Committee by the Vice President of Academic Services, plus 2, OR the total number of proposed positions, minus 2, whichever is the larger number, is the number of votes each committee member must cast in the first round. That number is the highest number or points that may be placed on a position. For example, if there were 10 proposed positions, the highest weighted score you could give your number one choice would be 8. Your second choice would receive 7 points, your third choice 6 points, etc. There will be a minimum of two rounds of voting. In the second round of voting the two lowest ranked positions are removed from voting (unless the remaining number is equal to the number of positions available per the estimate provided by the Vice President of Academic Services**)** and the process begins again.

B.   Level II review will consist of a review of the large group rankings by the Vice President of Academic Services, the Vice President of Student Services, and the Academic/Faculty Senate President, who make a recommendation to the College President. If a change to the rankings is recommended, the rationale behind this decision will be presented to the Level I committee.

C.   Level III, the College President makes the final decision(s) for the new faculty positions. Final decisions will be published, with rationale for the rankings and a list of positions not authorized.

D.   Final list of positions authorized, rationale and relatedness to college Strategic Plan and Educational Master Plan will be presented by the appropriate Vice President to IPBC and the Academic/Faculty Senate.

II.   Development of Proposals

The ad-hoc committee will consider the following criteria when evaluating proposals:

A.   **Enrollment Management data** elements run from the current Enrollment Management tool. Elements to be included, **for the most recent three years,** are as follows:

    a.   Number of sections
    b.   Maximum enrollment, actual enrollment, and percent fill rate
    c.   Full-time and Part-time FTEF*
        - Sort out Over Load FTEF,
          Breaking out full-time versus part-time versus over load,
        - And then % from pt/ft+pt.
    d.   WSCH, FTES, and WSCH/FTEF

See the attached directions for running the appropriate reports.

*Note that the tool will need to be checked if some courses have lead instructors with additional instructors for lab or lecture. If the full-time faculty is the lead instructor and the extras are part-timer instructors, the tool reports all the FTEF under the full-time lead instructor, etc. On the report form, write the percentage of part-time faculty, calculated as PT/ FT+PT with Over Load excluded.

B.   **Success data** from the CEMC success tool

C.   **Rationale for your request**. This section should use the data above and other pertinent data to support the need for a new full-time faculty member. In the case of DSPS and Counseling, this may be the only part of the proposal. Include conditions where an untenured position has been vacated.

DIRECTIONS FOR OBTAINING CEMC DATA:

Before following the directions below, be sure you go to Tools, Internet Options, and delete current files. This will allow you to download the most up-to-date data from the Enrollment Management tool. NOTE: the process asks you to present the most recent three years—please adjust years in your data runs as needed; the years shown below are examples.

1.   If you don't have the CEMC tools downloaded on your computer, call the help desk (Katherine Tollefsen at ext. 6696), and ask for these tools to be installed.

2.   In Internet explorer, type Help in the address line.

3.   Click the blue Enrollment Management line near the bottom of the screen.

4.   Click on the rose/beige button in the EM website to go to "ITS Reports on the Web."

5.   Click "ITS Reports on the Web."

6.   Click "Enrollment Report (Long) for EXCEL – IZRXEN1)."

7.   As the various screens come up, click these in this order:

    a. Chabot
    b. 2002
    b. Chabot_fall_2002_izrxen1.csv
    c. SAVE
    d. SAVE
    e. Close

8.   Use the back arrow on the upper left of your screen to navigate back to the date screen in the enrollment reports. Select 2002 and then move forward as before in #7 to download fall 2002 and spring 2002. You'll need to go back and download fall 2003 and spring 2003, then spring 2004 in the same way.

9.   Exit from Internet Explorer. You've now downloaded all needed data for the six semesters you need to report in your proposal.

10.   From your desktop click on "My Computer." Navigate to your enrollment management folder.

11. In your Enrollment Management folder click on "Combine_CSV_Files.bat." Allow all CSV files to load. Check to see that you have all the semesters you need and don't have any extras. Press any key when directed to do so.

12. If you need to delete or add semesters, do so before proceeding. You may need to go back to Internet Explorer if you need to download more semesters. If you need to delete semesters, you can do that in the Enrollment Management folder.

13. If you added or deleted courses, go back to the EM folder and click on Combine CSV files again.

14. When you're satisfied you have the correct semesters, click on "Start Enrollment Management."

15. Click on "Enrollment Management Reports Menu."

16. At the top left of the EM report menu click on Load actual data. When you have lots of semesters in your EM tool, this can take a while. Answer "yes" anytime the tool asks you a question.

17. Click the "Summary by Term" button. Answer yes when you're asked a yes/no question.

18. When the Parameters windows come up, you'll need to feed in the data requested:
     a. Title of the report. Use whatever you want.
     b. C for Chabot (doesn't matter whether small or capital C)
     c. Term – If you're running this for all the terms you've downloaded, you don't need to put anything in here. If you only want one particular semester, use this guide:

Semester	What to enter in the window
Fall 2001	200102
Spring 2002	200103
Fall 2002	200202
Spring 2003	200203
Fall 2003	200302
Spring 2004	200303

     d. Division code. Use your division code (5300, etc.). If you need another division also, you'll have to run that separately. This could happen if the discipline you're running has been in more than one division recently.

     e. Subject code: Use the catalog identifier (ENGR for Engineering, etc.). If you have a discipline with multiple rubrics, you'll need to go into working data to run this report. Tom DeWit or Sally Jahnke will help you.

19. Instead of using the Summary by Term in the EM Reports Menu, you could choose Division/Subject Summary by Term to do your report. This may be especially useful if you need to report data from multiple rubrics aggregated into one. You'll need to do some final math to complete the report in this case.

DIRECTIONS FOR USING THE SUCCESS TOOL:

1. Go to the EM website.

2. Click on the EM reports button.

3. Click on the success tool documentation. Print it out and follow the directions in it to download and access success data. Download the success tool into your C drive.

4. The success tool reports data from Fall 00 through spring 03.

FORMAT FOR PROPOSALS

Chabot College
PROPOSAL FOR HIRING A NEW FULL-TIME FACULTY MEMBER

1. Date submitted:

2. Submitted by:

3. Area or discipline:

4. Number of new faculty requested in this discipline:

5. Rationale for your proposal:

   Include such things as enrollment and success data, difficulty in serving students, etc. Anything that led you to request this position should be included.

6. Attachments:

   EM Summary by Term report for the appropriate discipline or cluster of disciplines.

   EM Success report for the appropriate discipline or cluster of disciplines.

   Copy of latest unit plan for the discipline.

7. Statements about the alignment with the strategic plan and program review are required. Indicate here any information from advisory committees or outside accreditation reviews that is pertinent to the proposal.