Unit Plan: Full-Time Faculty/ Adjunct Staffing Request(s) [Acct. Category 1000]

Unit: History
Division or Area to Which You Report: Social Science
Author(s) of this Unit Plan: Rick Moniz, Lupe Ortiz, Mark Stephens, Michael Thompson, Jane Wolford, Sherri Yeager
Date: March 17, 2008

**Audience:** Faculty Prioritization Committee and Administration  
**Purpose:** Providing explanation and justification for new and replacement positions for full-time faculty and adjuncts  
**Instructions:** Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request, including enrollment management data (EM Summary by Term) for the most recent three years, student success data (EM Success report), and any other pertinent information. For EM data, go to [http://help/EMC/](http://help/EMC/) (from on campus—college intranet). If you have not worked with EM data previously, seek assistance from your division dean or CEMC rep.

History faculty advocates for two additional full-time members. One of our full-time faculty members is presently on reduced load. Approximately seventeen history sections are taught by adjunct faculty each semester. We have staffing needs in the following areas:

- Asian American History is not offered. Latin American History is limited to History 22 (Mexican-American History). History 22 boasts high enrollments in two sections every semester. These courses and others are needed to better serve our diverse student population.

- Four of our full-timers are teaching part of their load online, and do not wish to expand their individual online offerings. We need to expand our online offerings, which makes hiring new full-time faculty experienced in online teaching a necessity.

- History 5 (Critical Thinking in History) is presently taught by an adjunct.

- History 25 (Native American History) is suffering from neglect and often cancelled due to low enrollment. A new full-timer could give this course the attention it deserves.
Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit:

Division or Area to Which You Report:

Author(s) of this Unit Plan:

Date:

Audience: Administrative Staff

Purpose: Providing explanation and justification for new and replacement positions for full-time and part-time regular (permanent) classified positions

Instructions: Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request. If this position is categorically funded, include and designate the funding source of new categorically-funded position where continuation is contingent upon available funding.

Criteria For Classified Staffing Priorities (not necessarily in Priority Order as developed by the Admin Staff)

1) Impact on enrollment and revenue;
2) Safety;
3) Mandates;
4) Workload distribution (impact on other’s work);
5) Relationship to institutional priorities.