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

Unit: Chemistry

Division or Area to Which You Report: Science/ Math

Author(s) of this Unit Plan: Andrew Wells

Date: March 14, 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/ (from on campus—college intranet). If you have not worked with EM data previously, seek assistance from your division dean or CEMC rep.

1. Tenure-Track Hire. We are requesting one new tenure-track faculty hire for chemistry for the following reasons. Currently most of the general chemistry sections are taught by part-time instructors, for example in both Fall 2007 and Spring 2008, 57% of general chemistry sections were taught by adjunct instructors. Moreover, our enrollment in the general chemistry program (chemistry 1A-1B), is still expanding, so we can expect to have an even higher percentage of the sections taught by adjunct instructors. Since general chemistry is our most important core sequence, we need to increase the percentage of full-time instructors teaching it to improve retention and success rates. Moreover, we still wish to pursue American Chemical Society accreditation, which requires having 85% or more of courses taught by full-time faculty. Currently we are at about 70-75%. In addition, in the coming years we expect to see an increase in enrollments across the board in chemistry.

2. Adjunct Instructor pay for Lab manual. We are requesting funds to pay an adjunct chemistry instructor to collaborate on the updating of our chemistry 1B and 1A laboratory manuals (see goal number 3). The general chemistry lab manuals are in great need of updating and we would like to involve an experienced adjunct to aid us. The amount requested would be equivalent to 30 hours of pay.

3. Adjunct Instructor pay for PLTL. We request funds so that adjunct instructor(s) who participate in PLTL can be paid for conducting their meetings with peer leaders, which need to be conducted outside of class time (see goal number 1). The amount requested would be equivalent to 40 hours. This would greatly encourage adjunct instructors to participate in this exciting program.
Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit: Chemistry
Division or Area to Which You Report: Science/Math
Author(s) of this Unit Plan: Andrew Wells
Date: March 14, 2008

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.*

We are requesting an increase for the hours of our part-time laboratory technician. The chemistry stockroom is understaffed because our program has expanded significantly in the last few years (from approximately 20 sections to 26 section per semester, on average) but our stockroom staffing has remained constant. This creates a safety hazard in a setting in which bulk quantities of hazardous materials are managed. The result of this is that the full-time technician is currently overworked, she prepares setups for about 18 laboratory sections a week, is responsible for ordering supplies, and maintaining the stockroom among other duties. She needs more support. In order to enhance the quality of student laboratory skills development, as outlined in goal number five, and serve our students better in the laboratory, we need to augment the staff support in the chemistry stockroom. We are requesting an increase in hours of our part-time technician from 18 hours to 24 hours a week.
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.