

### **Faculty Prioritization Committee**

Meets as necessary when faculty positions are available and when called by the Vice President of Academic Services.

#### **Charge:**

- Review College vision and goals, Presidential priorities, program enrollment/growth and program needs.
- Prioritize program request for vacant faculty positions as needed.

**Co-Chair:** Vice President of Academic Services and Vice President of Student Services.

#### **Members:**

Academic Senate (1):	Senate President
Faculty (*):	Two representatives from each academic division Two from Student Services One from Library One from Faculty Association
Administration (*):	Vice President of Academic Services Vice President of Student Services All Deans overseeing faculty including Deans of Instructional Divisions, Counseling, Library & Special Programs

\*Determined by organizational structure

#### **Reporting/Recommending Responsibilities:**

Primary – College President

Updated on 10.07.2014

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

All proposals shall be discussed at division meetings with the dean and faculty in that division prior to being put forward for prioritization.

**Level I Committee**

1. Level I review will consist of submission of written proposals and brief 5-minute presentation per distinct position made by proposers to the Faculty Prioritization Committee of the following composition:
  - A. Academic Administrators, including the Vice Presidents of Academic and Student Services (2) and Deans overseeing faculty, including instructional divisions, library, counseling, and special programs and,
  - B. Two faculty representatives from each of the instructional divisions, one faculty representative from library , two faculty representatives from student services areas, the Academic/Faculty Senate President, and a Faculty Association representative.
  
2. Proposals will be derived from the following: program review, external mandates and/or accreditation, program continuance, unexpected vacancies, or any other critical need for the college. 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, or a Vice President.

For non-emergency requests, the PRBC and the Faculty Prioritization Committee will receive the most recent three years Enrollment Management data elements for all programs as follows:

- a. Number of sections.
  - b. Faculty Prioritization Committee will be trained in deciphering data.
  - c. Maximum enrollment, actual enrollment, and percent fill rate, and the number of students served.
  - d. Full-time and Part-time FTEF.
    1. Sort out Overload FTEF
    2. Breaking out full-time versus part-time versus over load.
    3. Percentage from FT/FT+OL+PT and FT/FT+PT
  - e. WSCH, FTES, and WSCH/FTEF – Productivity
  - f. Consideration of the Strategic Plan and the Educational Master Plan.
  - g. Success data from the CEMC success tool.
3. Role of PRBC (integrated planning) and the College President
- a. The vision of the College President will be shared with PRBC and Faculty Prioritization Committee.
  - b. PRBC will make recommendations regarding areas of need as defined by the integration of program reviews, deans' summaries, strategic plan goal, mission and values.
  - c. Based on quantitative and qualitative data, the Faculty Prioritization Committee will begin its ranking process.

After the review of proposals and presentations, the committee will deliberate and rank the proposed new positions.

Ranking is done with weighted voting. The number of positions available to recruit is based on retirements/resignations and growth positions, as provided to the Committee by the Vice President of Academic Services. 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, and your third choice 6 points, etc. There will be two rounds of voting. In the second round of voting, the two lowest ranked positions are removed from voting. All second round positions are then ranked and results shared with Faculty Senate and PRBC.

#### 4. Emergency Replacements

Emergency replacement refers to the situation where a full-time faculty position is vacated unexpectedly. Emergency replacements require the following:

A request must be completed and submitted to the Level II Committee through the division dean. The request will include an explanation about the need for the continuation of the vacated position as well as the rationale about the timing of the hiring action. The Level II Committee will call a meeting when the request is received.

Based on the data provided in the request, the Level II Committee will decide whether or not to recommend immediate replacement of the position, or whether to place the application in the general pool for the following year. Recommendations will go to the College President.

### **Level II Committee**

The Level I ranking results will be recommended to the Level II Committee which consists of VPAS, VPSS, Faculty Senate President. If a change to the rankings is recommended by the Level II Committee, the rationale behind this decision will be presented to the Level I Committee. The Level II Committee makes a recommendation to the College President within five working days.

### **Level III**

The College President makes the final decision(s) for the new faculty positions. At least one week before the last day of instruction, final decisions will be published college-wide, including any changes to the Level II ranking and appropriate rationale.

**CHABOT COLLEGE  
 CRITERIA FOR FILLING CURRENT VACANCIES  
 OR  
 REQUESTING NEW FACULTY POSITIONS**

**Discipline \_\_\_\_\_**

**Criteria 1. Percent of full-time faculty in department.**

	<i>Fall 2012</i>	<i>Spring 2013</i>	<i>Fall 2013</i>	<i>Spring 2014</i>	<i>Fall 2014</i>
<i>FTEF (Contract)</i>					
<i>FTEF (Temporary)</i>					
<i># of Contract Faculty</i>					

<i>Name of Recently Retired Faculty (in last 3 yrs)</i>	<i>Date Retired</i>

**Criteria 2. Semester end departmental enrollment pattern for last three years.**

	<i>Fall 2012</i>	<i>Spring 2013</i>	<i>Fall 2013</i>	<i>Spring 2014</i>	<i>Fall 2014</i>
<i>Success Rate:</i>					
<i>FTES:</i>					

Briefly describe how a new hire will impact your success/retention rates.

2b. Librarian and Counselor faculty ratio. Divide head count by the number of full time faculty. For example, 8000 students divided by 3 full time faculty, 1:2666

<i>Fall 2012</i>	<i>Spring 2013</i>	<i>Fall 2013</i>	<i>Spring 2014</i>	<i>Fall 2014</i>

**Criteria 3. Meets established class size.**

	<i>Fall 2012</i>	<i>Spring 2013</i>	<i>Fall 2013</i>	<i>Spring 2014</i>	<i>Fall 2014</i>
<i>WSCH</i>					
<i>FTES:</i>					
<i>WSCH/FTES</i>					

If there are any external factors that limit class sizes, please explain.

**Criteria 4. Current instructional gaps and program service needs. List the courses to fill the gaps, if applicable.**

**Criteria 5. Describe how courses and/or services in this discipline meet PRBC's three tier criteria. These include Tier 1: outside mandates (e.g. to ensure the licensure of the program.) Tier 2: program health, (e.g. addresses gaps in faculty expertise and creates pathways, alleviates bottlenecks, helps units where faculty have made large commitments outside the classroom to develop/implement initiatives that support the strategic plan goal, and helps move an already successful initiative forward. Tier 3: Student need/equity, (e.g. addresses unmet needs as measured by unmet/backlogged advising needs, bottlenecks in GE areas and basic skills, impacted majors in which students cannot begin or continue their pathway.)**

**Criteria 6. Upon justification the college may be granted a faculty position to start a new program or to enhance an existing one.**

Is this a new program or is it designed to enhance an existing program? Please explain.

**Criteria 7. CTE Program Impact.**

**Criteria 8. Degree/Transfer Impact (if applicable)**

List the Certificates and/or AA degrees that your discipline/program offers.  
Provide information about the number of degrees awarded in the last three years.

<i>Degree/Certificate</i>	<i># Awarded</i>		
	<i>2012-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
<i>AA requirement</i>			
<i>GE transfer requirement</i>			
<i>Declared major</i>			

**Criteria 9. Describe how courses and/or services in this discipline impact other disciplines and programs. Be brief and specific. Use your program review to complete this section.**



**Criteria 10. Additional justification e.g. availability of part time faculty (day/evening)**

Please describe any additional criteria you wish to have considered in your request.

*Updated 11/5/2014, #2  
Sthompson*