

MEMORANDUM OF UNDERSTANDING
Between the MJC College President and the MJC Academic Senate

SUBJECT: 2008-2009 Permanent Faculty Transitional Hiring Prioritization Process

1. **Purpose.** The agreement contained in this memorandum of understanding outlines the faculty transitional hiring prioritization process for the 2008-2009 academic year. This transitional process replaces the current hiring prioritization procedures. As a side note, the Hiring Prioritization Committee (HPC) was disbanded by the MJC Academic Senate on September 25, 2008.
2. **References.** This agreement is made under the California Education Code, Section 87360 (B), YCCD Board Policy 4101, and YCCD Board Policy 4103.
3. **Problem.** Modesto Junior College has undergone significant changes in its decision-making processes which have resulted in the creation of college-wide standing committees. Prior to these changes being created, the Academic Senate's Hiring Prioritization Committee (HPC) reviewed—and either approved or rejected—the Instructional Administrators' Council (IAC) hiring prioritization list. Once approved, the final list needed approval by the Academic Senate prior to being forwarded to the College President.

Conceptually, the input from different stakeholders should be considered when reviewing the faculty prioritization list. Pragmatically, however, the hiring prioritization process has needed to address the concerns over: (1) how to handle disagreements in the prioritization list between the stakeholders; (2) how to improve the timeline for creating the prioritization list; and (3) replacement hires.

4. **Scope.** This memorandum of understanding creates an agreement on the specific procedure for all tenure-track faculty hiring between the College President and the MJC Academic Senate for the 2008-2009 academic year. An ensuing faculty hiring prioritization process is expected for the 2009-2010 academic year to be developed by the Accreditation and Institutional Effectiveness Committee (AIE) and the Planning and Budget (PB) Committee for recommendation to the College President.
5. **Agreements.** This memorandum of understanding contains all of the agreements related to the faculty hiring prioritization process made between the College President and the MJC Academic Senate. No agreements, whether implied or not, exist unless they are specifically contained in this memorandum of understanding. All agreements are recommendations to the College President.

- a. **Program Review.** Full-time temporary and tenure-track faculty positions will begin with the Deans and other appropriate administrators reviewing the program review documents for their divisions or units.
 - b. **Application Process.** Each Dean or appropriate administrator will complete and submit a *Full-Time Faculty Hiring Request* on a template developed by the AIE Committee. The template will indicate whether the request is for a full-time temporary hire or a full-time tenure-track hire.
 - c. **Responsible Groups.** The AIE Committee will review each request to check that the prioritization goals of MJC's Strategic Plan (#2, #7, and #8) are being met by the division / unit's faculty request. In the event that a request does not align with one of these three goals, the AIE Committee will return the request to the appropriate Dean / administrator with a written rationale as to why the request was returned.

All requests that pass the "alignment test" with MJC's prioritized goals will be forwarded to the Planning and Budget (PB) Committee. The PB Committee will review all of these requests and prioritize them, while also considering its resource holdings and allocated funding. The PB Committee will forward its recommendations to the College President.

The AIE Committee will assess and evaluate the temporary process to determine its strengths and areas needing improvement. It is expected that the Academic Senate will forward its own assessment to the AIE Committee as part of the evaluation process.
 - d. **Replacement, Emergency, and New Positions.** All positions—whether they are "replacement" positions, emergency positions, or new positions—will require a *Full-Time Faculty Hiring Request* application to be submitted to the AIE Committee by the appropriate Dean / administrator.

Faculty vacancies requiring emergency action will be reviewed by the College President.
 - e. **Prioritization of Required Positions.** Certain full-time faculty positions are required by the California Education Code or the California Code of Regulations (Title 5). These positions which affect certification, licensing, or outside agencies will automatically become the top priorities.
6. **Sunset Clause.** This memorandum of understanding ends on September 1, 2009 or when a subsequent formalized process is established between the MJC Academic Senate and the College President, whichever occurs first.

7. **Compliance.** The AIE and PB Committees will be transparent to the college on all agendas and minutes. Any deviations from all of the written agreements in this memorandum of understanding prior to the sunset clause will require a subsequent agreement in writing between the Academic Senate and the College President.

If the terms of this memorandum of understanding are not being fulfilled, then this agreement will be terminated. In such an event, the Academic Senate will re-establish the HPC and the college will revert back to the previous hiring prioritization procedure where the IAC prioritization list is forwarded for approval by the HPC and the Academic Senate.

8. **Effective date.** This agreement will become effective on October 20, 2008.

Modesto Jr. College President

MJC Academic Senate President

Date

Date