

## Instruction Council Hiring Prioritization Process

2021-2022

### Hiring Prioritization Information Packet

The Instruction Office and the co-chairs of the Instruction Council collaborate to produce the “Hiring Prioritization Information Packet” and distribute the packet immediately following the second Instruction Council meeting in the fall semester each year. The HPIP contains the following:

- Deadlines for the Hiring Prioritization process and for material submissions
- All instructions, forms, and proposed rubric used in the current year’s prioritization process
- The Instructional Outlook Report (prepared by the College Council)
- Data Elements

### Instructional Outlook Report (IOR)

The College Council will create the Institutional Outlook Report for each fall Hiring Prioritization process. The Instructional Outlook Report informs both the proposal and ranking processes. Faculty and Deans should use the report to strengthen each Faculty Hire Proposal. The Instruction Council members should use the report to inform their analysis of each proposal in order to score/rank positions. The Instructional Outlook Report will define areas for assessment on the Position Ranking Score Sheet. The areas may include, but are not limited to:

- Potential for student demand to be met by alleviating enrollment bottlenecks
- Establishing or maintaining an innovative program driven by community needs
- Potential for improving the overall student success at the college
- Need to address significant achievement gaps

### Mandated Positions

A mandated position(s) is required, by state, federal or local regulations to maintain the number of faculty members needed to achieve compliance to award degrees or certificates, or retain a critical function. Mandated positions are not defined by suggested faculty ratios cited by professional discipline organizations.

### Ranking Process

The number of IOR positions per division will be determined according to Academic Senate representation. Each of the instructional divisions will be allowed one IOR position for every ten full-time Faculty Members in the division, rounded to the nearest ten (e.g., a division of 15 to 24 Faculty Members will have two positions; a division of 25 to 34 Faculty Members will have three positions.) Every division will be allowed at least one position. The Senate rules recognize Counseling and Library as instructional divisions. Divisions will complete a Faculty Hire Proposal Form for each position and ranking will follow the below procedures:

1. The maximum length of each proposal is one page (no less than 10 point font). Regardless of availability of different funding sources, divisions may only submit the agreed upon total of proposals. The IOR positions are ranked by division members and the ranking/forms are forwarded by the dean to the Instruction Office for collation and distribution to the Instruction Council.
2. The Instruction Office compiles a packet of completed Faculty Hire Proposal Forms for IOR Positions, **including division ranking order lists**. The packets are distributed to the Instruction Council. Deans/division spokespersons present the merits for each IOR Position Proposal from their respective areas at a meeting of the Instruction Council (see below).

3. After the presentation meeting, the Instruction Council Members review and score each IOR Position Proposal by using the Hiring Prioritization Scoring Form. Instruction Council Members use the Instructional Outlook Report as a resource when analyzing each proposal
4. Instruction Council Members individually submit their rankings and scores for the IOR Position Proposals. The faculty co-chair's ranking and scores will only be used to break ranking ties when needed. The Instruction Office compiles both the rankings and the scores, and the results are shared with the IC membership. The results of the Instruction Council membership ranking process are discussed, and the final list is approved and forwarded to the College Council, the Academic Senate, and the College President.

### **IOR Position Presentations**

Each division will be allowed a maximum of 15 minutes (based on a maximum of 5 minutes per position). If a division proposes more than one of the same position, they may designate the total time as they see fit. The presentation must include a slide addressing mandatory Data Elements from the below list. Each year, the Instruction Council will select the mandatory Data Elements for each presentation in alignment with the priorities set out in the Instructional Outlook Report and the Vision for Success Goals. Presentations may add additional Data Elements as they wish (including, but not limited to Participation in Schools, unmet need or demand, and employment data for CTE programs).

Data Elements:

- Number of Full Time Faculty Members in Discipline
- FTEF
- Student Success Data
  - Retention Rate
  - Success Rate
  - Disproportionate Impact Data
  - Equity and diversity in student and faculty populations
  - Special Populations in Programs/Classes
- Participation in Schools
- Number of degrees, transfers, and 9+ and 16+ unit certificates awarded each year
- Student to Faculty Ratio
- Full-time to Part-Time Faculty Ratio
- Number of programs that this position would support with required coursework
- Number of students in the program (majors)

### **IC Scoring Rubric**

Each fall the Instruction Council will create the new scoring rubric based on the Instructional Outlook Report. In spring, the Instruction Council will review the effectiveness of that year's scoring rubric.

### **Emergency Temporary Hires**

Emergency hires can be considered up to one year. For both planned and unplanned faculty separations that are announced or occur after September 30<sup>th</sup> a Full - Time Emergency Hire Position can be requested by the dean and reviewed by the appropriate Vice President at any time. Criteria that may be used in the decision making process include the availability of adjunct instructors in the discipline, number of sections / students affected, loss of FTES generation, impact to student success, practicality of filling the position in a timely manner, and the overall college budget picture. The Vice President and President will meet in order to review the request. A brief rationale for the approval or denial of the request will be provided to the dean and Instruction Council.

In the event of an untimely faculty death or faculty promotion, the position will be considered as a replacement position during the next cycle of hiring prioritization.

**Extenuating Conditions:**

If all On-Cycle replacements were hired in the previous year skip this section. When some On-Cycle replacements from the previous year were not hired due to fiscal considerations, no new On-Cycle replacements will be accepted in the current year. Retirements and separations announced before the September 30th deadline will instead be accepted as Off-Cycle replacements, and be ranked by the IC using the replacement position timeline below. This will create an established list of hiring priorities for replacements separate from Off-Cycle replacements announced during the remainder of the academic year, which will follow the process under “Off-Cycle Replacement Requests”.

Approved but not hired 2019 On-Cycle positions from the previous year are acknowledged as “Approved Hires”, and will be compiled on an Approved Hires list which the President can act on according to the guidelines in this document.

**Retirement Announcement Timeline and On-Cycle Replacement Proposals**

The deadline for announcing a retirement is September 30<sup>th</sup> each year. This applies to faculty members who intend to retire at the end of the spring semester or the end of the following fall semester. For instance, a faculty member wishing to retire at the end of the spring semester in 2020 must announce their retirement by September 30, 2020. The replacement faculty for this example would be hired for the 2021-2022 academic year. Likewise, a faculty member wishing to retire in December of 2020 must announce their retirement by September 30, 2020. The replacement faculty for this example would be hired for the 2021-2022 academic year.

The Instruction Council will meet during the fall semester in order to review and approve the Replacement Position proposals forwarded from their respective divisions. The list of Replacement Positions will then be forwarded to the College Council, the Academic Senate, and the College President. In the event of reprioritizing the hiring list the College President must provide rationale to the Academic Senate. The Instruction Council will record and capture a report out from the final College Council item in the minutes.

**Off-Cycle Replacement Requests**

If the September 30<sup>th</sup> announcement deadline is not met, the vacated position will be considered and acted upon by Deans’ Cabinet. The administrative process will include analysis of a completed Faculty Hire Proposal Form and will reflect consideration of the Instructional Outlook Report priorities and the Instruction Council’s IOR positions’ ranking list. The faculty co-chair of the Instruction Council will participate in the administrative discussions. Deans’ Cabinet will forward positions on a consent agenda to the Instruction Council.

**Additional Considerations**

Categorically funded positions count towards FON. Categorically funded positions with a temporary funding source must be prioritized with the need to move the position to Fund 11 in mind, and budgeted for appropriately. Funding source and length of funding shall be listed on the prioritization list. The ongoing one-year temporary positions in nursing required for external accreditation should be considered exceptions to the prioritization process.

**Important Hiring Prioritization Process Timelines**

**Replacement Positions**

September 30<sup>th</sup> – Deadline to submit notification of retirement to secure replacement position

The Monday after the Retirement Notification Deadline – Electronic notice to deans to develop list of

confirmed retirements and requested replacement positions

The Friday before the Second IC Meeting in October – Retiree/Replacement list due to Office of Instruction  
The Second IC Meeting in October – Replacement list goes to Instruction Council

***IOR Positions***

The Last Monday in October – Forms requesting IOR positions due to Instruction Office

The First IC Meeting in November – Requests for IOR positions discussed in Instruction Council

Special Meeting for IOR Presentations—Usually the second Friday in November

The Second IC Meeting in November - Final Instruction Council discussion, rankings and recommendation forwarded to College Council

On completion of the new shared governance document this document should be revised for the following year.