

Good afternoon colleagues,

~~As most of you are aware~~ Modesto Junior College's Hiring Prioritization Process allows for Divisions to receive *replacement positions* if retirement announcements are made prior to September 30<sup>th</sup> and if there is the budgetary possibility to retain all of the positions.

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This is a collegial reminder that if you are considering retiring ~~in the 2016-2017~~ at the end of the 2017-2018 academic year and **would like your division to have the opportunity to decide on and apply for a replacement position**, please initiate a conversation with your deans--and follow up with an email to them--**by September 30.** ~~This-The September 30~~ deadline is for ~~notifying deans~~ notification of ~~an-the~~ intent to retire. ~~the-The actual~~ formal application of retirement will be due ~~in-at the District in~~ HR in April 20178.

Based upon the Instruction Council's review of the 15/16 process there is a recommended revision to the document outlining the hiring prioritization process. Action on the recommendation is pending review and discussion by College Council. This has been identified as an action item for the next College Council agenda. Once College Council finalizes the 16/17 version of the document it will be forwarded to everyone under separate cover. In the interim I have included the timeline for the 16/17 process for your information.

Commented [JH1]: This whole paragraph can go and just be a nice reference to the revamped document that was revised and approved last academic year.

### ~~2016/2017~~ 2017-2018 **Instruction Council Hiring Prioritization Process Timeline**

#### **Replacement Positions**

September 30<sup>th</sup> Deadline to submit notification of retirement to ~~secure replacement position~~ retain position within the division

October 3<sup>rd</sup> ~~Electronic notice~~ Reminder to deans to develop list of confirmed retirements and ~~requested proposed~~ replacement positions

October 14<sup>th</sup> Retiree/Replacement list due to Office of Instruction  
(13<sup>th</sup> is a Friday, by noon)

Commented [JH2]: I like all of the highlighted date amendments

October 18<sup>th</sup> Instruction Council ~~agendizes~~ Replacement list as an action item  
(17<sup>th</sup> is a Tuesday)

Commented [JH3]: I take deep pleasure in the fact that spellcheck wants me to replace "agendizes" with "agonizes".

### **Growth Positions**

October 27<sup>th</sup>      ~~Forms requesting growth positions~~Growth proposal request forms  
due to Instruction Office  
(26<sup>th</sup> is a Thursday)

November 4<sup>th</sup>      ~~Requests for growth positions discussed in~~Growth proposal  
presentations and discussion in Instruction Council  
(3<sup>rd</sup> is a Friday)

November 15<sup>th</sup>      Final ~~Instruction Council discussion, rankings and~~ recommendation  
forwarded to College Council\*  
(14<sup>th</sup> is a Tuesday)

\*(College Council makes subsequent recommendation(s) to the College  
President)

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Good evening all,

This is your electronic notification to develop your list of confirmed retirements and requested replacement positions. Your confirmed lists (retiree and corresponding replacements) are due to the instruction office on October 14<sup>th</sup>. While I was out of the office last week I missed the notification date of October 3<sup>rd</sup> as outlined in the [Hiring Prioritization](#) process timeline. If this delayed notification prohibits you from submitting your lists to the IO by 10/14 please let me know.

Regarding growth positions - please note that I hope to have the Instructional Outlook Report updated and posted to the IO website by Wednesday (thanks to Jennifer for the reminder). Last week the IC voted to limit growth proposals to 1 per division in light of the fact that we will likely have a very limited number of positions (if any at all). We should receive confirmation of the status of the FON shortly. In the interim, if there are extenuating circumstances that warrant more than 1 proposal from your division please let me know so that I might advise the IC. [Faculty Hiring Proposal forms](#) are due to IO on 10/27. I am trying to research how and when the data sets were developed and provided last year. I am not sure if departments utilized program review data for the initial submission of Proposal forms and the standardized data sets were subsequently developed for those requests to be utilized during presentations or if we provided a

standardized data set for every department from the outset whether or not we knew if they would be requesting a position or not. The Proposal form references Program Review data and I believe that Program Reviews were submitted with the completed forms. From my review of the process it does not appear that any proposal is denied thus I'm inclined to think that the data sets were developed post submission of the Proposal forms when the "Instruction Office compiles a packet of completed Faculty Hire Proposal Forms for Growth Positions, including division ranking order lists. The packets are distributed to the Instruction Council." Per the process The Data Elements for Trend Analysis Report is the standardized data set utilized for the presentations and "will be prepared by the college research area and place in a standardized format for the Instruction Council to review when ranking". There is a little time buffer built into the process if we need to extend the deadlines to accommodate the development of data sets for every department prior to proposals being submitted. Let's touch base about this tomorrow during our meeting to make sure that we are all interpreting the process in the same manner.

### **Growth Position Presentations**

Each division will be allowed to present a maximum of five positions and will be given a maximum of 15 minutes (maximum of 5 minutes per position). The presentation must include references to the Data Elements for Trend Analysis Report citing the benefits of hiring the proposed position. The data elements are (data will be provided for the 3 previous years):

- Number of Full Time Faculty Members in Discipline
- FTEF
- Number of Program Sections
- Number of Sections and Percentage Taught by Adjunct Instructors
- Number of Sections and Percentage Taught by Full--Time Instructors
- Number of FTES the Program Generated in the Previous Fall Semester
- Instruction Cost Per FTES (Instructional Cost Analysis Report)
- Student Success Data
- Retention Rate
- Success Rate
- Disproportionate Impact Data
- Fill Rates
- WSCH/FTEF
- Number of Majors
- Number of Degrees / Certificates Awarded Each Year
- Student to Faculty Ratio (for non---instructional programs, if applicable)

- Full Time to Part Time Faculty Ratio (for non-instructional programs, if applicable)

The Data Elements for Trend Analysis Report will be prepared by the college research area and placed in a

standardized format for the Instruction Council to review when ranking.

Brenda

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~~Deans,~~

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~~James continues to confirm that the data sets will be available tomorrow. To that end please have the development of your replacement proposals in progress so that we might have them all submitted by Monday (Tuesday morning at the latest) so that Amanda can compile the list for the IC meeting Tuesday afternoon.~~

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~~Brenda~~