

# Las Positas College

## Faculty Hiring Prioritization Committee

### **Charge of Committee**

Using the Faculty Position Request Form, the committee will discuss and rank the faculty position requests by consensus and:

- Recommend faculty hiring priorities, by discipline, to the College President
- Ensure that the College's overarching planning documents are considered in all decisions;
- Coordinate with the Office of Institutional Research to ensure the faculty hiring is integrated with planning and research.

**Reporting Relationship:** Academic Senate and ultimately the college President

### **Membership and Voting Members:**

- Chair – Selected from faculty membership of committee by Committee vote
- All Academic Deans and the Dean of Student Services, or Designee
- One faculty from each Academic Division and one faculty from Student Services
- Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis

Non-Voting Members:

Academic Senate President or Designee  
Vice President of Academic Services or Designee  
Vice President of Student Services or Designee  
1 Classified (Senate President or designee)  
1 Student  
Director of Institutional Research or the CEMC chair

**Term:** For Deans – permanent; for Faculty - 2 years

### **Faculty Prioritization Process**

Hiring faculty on a timely basis is essential to finding the best-qualified candidates. This time line allows positions to be awarded at the earliest possible date.

The full FHPC will meet before the date of the completed Faculty Position Request Forms are due to the Dean to discuss college goals, review the blank Faculty Position Request Form, receive training regarding the interpretation of data from CEMC chair or Director of IR, and receive input from the

ex-officio members. If more time is needed, the committee can reconvene before reviewing the Position Requests.

The completed Faculty Position Request Forms should be made available before the end of the academic year and are due in the division office on the Friday before the September Division Meeting. This allows for all requests to be reviewed by Deans before presentation and review at the September Division meeting. These requests will be forwarded to the FHPC.

The FHPC will then meet to discuss and rank the positions the last week of September. At this first meeting of the academic year, Deans will update the FHPC on any positions from the previous year that were posted, but whose searches were incomplete. These positions receive a one-year grace period and do not require a new position request form unless the position is substantially different. Categorically funded positions will be identified, and the committee will decide on a case-by-case basis whether to consider these positions in the ranking process. The FHPC does not make recommendations on whether funded positions are Fall or Spring hires. Minutes and rankings will be made available to the Senate before the Senate reviews and approves the rankings. In the event of a tie among position rankings, the FHPC will review the tied rankings, recommend a prioritization of the tied rankings, and provide a written rationale for the recommendation(s) with the rankings. The Resource Allocation Committee will receive the rankings for informational purposes at its meeting during the first two weeks of October.

The Academic Senate will meet the 2<sup>nd</sup> week in October to review the rankings.

If the Academic Senate approves the rankings, the rankings will go forward to the LPC President's office as a recommendation.

If there are any disputes raised by the Academic Senate, the FHPC will reconvene to review the concerns. The FHPC will either reaffirm the rankings or make changes considering the Academic Senate's concerns. In either case, the Senate will forward the FHPC recommendation along with a written description of Academic Senate concerns to the LPC President's office by the second week in October. If the President chooses a different prioritization, the committee requests that the President meet with the committee before moving forward with the new prioritization.

In the event of unexpected funding for faculty positions, the FHPC may hold an additional meeting to discuss the position(s), on a case-by-case basis, and whether to recommend those positions for hiring.

### **EMERGENCY AND RETIREMENT REPLACEMENTS**

Emergency replacement refers to the situation where a full-time position is vacated unexpectedly. Retirements, resignations, and deaths do not necessarily constitute an emergency. Emergency and retirement replacements require the following to happen:

A Faculty Position Request Form must be completed and submitted to the FHPC through the division and the Dean. The faculty Position Request Form will include an explanation about the

need for continuation of the vacated position as well as the rationale about the timing of the hiring action.

The FHPC will hold a meeting after the Dean forwards the request to the FHPC.

Based on the data provided in the form, the FHPC will decide by consensus 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 Academic Senate. If there are any disputes raised by the Academic Senate, the FHPC will reconvene to review the concerns. The FHPC will either reaffirm the recommendation(s) or make changes considering the Academic Senate's concerns. In either case, the FHPC reports its decision to the Senate and forwards its recommendation along with a written description of Academic Senate concerns to the LPC President's office.

Revised by Subcommittee: 2/26/10 and 3/5/10; Revised by FHPS 3/9/2012; Revised by FHPS 4/11/2013; Revised by FHPS 4/16/2013; Revised by FHPC 8/20/2013, April 2015, December 2015