



Office of the Vice President of Academic Services

Faculty Hiring Process
Guideline for Successful Completion of the Faculty Position Request Form

In 2010, the College President and Academic Senate mutually agreed to a revised process for requesting and approving faculty positions. The form that is used looks similar to the old form; however, it is now a fill-able PDF form and should be easier to navigate. This document guides the requestor through the form and hopefully assists in finding information that is needed. Please consult with your Dean before filling out the form to initiate dialogue on the request; additionally if you have difficulty, your Division Dean is your resource.

Section 1. - Full-Time versus Part-Time FTEF for the past six semesters:

Enrollment management data for your discipline is used here; Numbers are entered in the box as so:

Full time FTEF/Part Time FTEF For example

Section 2

a. Instructional Faculty: WSCH per FTEF for the past six semesters:

Enrollment management data for your discipline is used here; Numbers are entered as so:

b. Non-instructional Faculty: Student/Faculty ratio for the past six semesters:

SARS or STARS Data would be used here; Numbers would be entered as so:

Section 3. - Number of Full-Time Faculty in Discipline:

Filled positions – Number of positions currently filled by Full Time Faculty

Unfilled positions – exists, but are not filled. This could be retirements or resignations.

Section 4. - Year of last Full-Time Faculty HIRED (Do not include sabbatical leave replacements):

Self- Explanatory

Section 5. - Program Characteristics:

a. Describe the variety of courses taught and/or work performed in this discipline (Faculty can use Program Review Self-study here.)

b. Total number of sections taught in the discipline in each of the last six semesters:

Use enrollment management data here; numbers are entered in each box.

c. Student enrollments in the classes taught or number of students served in each of the last six semesters:

Use enrollment management data here.

d. Special characteristics of the discipline such as:

Mandated class size limits due to state, contract, accreditation standards.

Facilities

Percentage of courses that are General Education Requirements Percentage of courses that are required as part of an AA/AS degree, certificate or transfer

Discipline provides basic skills courses

Discipline provides mandated/specialized services to students

Other

Section 6. - Describe how courses and/or services in this discipline impact other disciplines/services.

(Faculty can use Program Review Self-study here.)

Section 7. - If this is the first full-time position in the discipline, discuss:

a. Justification for the position. (Attach Program Review Maintenance and/or Development form here.)

b. Projected start-up costs for equipment, facilities, and support staff for the first three years.

c. Projected enrollment growth for the next three years, starting with the first semester of projected faculty hire.

Section 8. - What is the impact on students, the discipline and the college of NOT filling this faculty position.

What are the programs/courses/services that have not been or cannot be offered due to the vacancy?

Section 9. Any additional information that addresses justification of the position

Signatures

Print and sign the form and forward to your Dean for signature by date indicated on the form.