

Foothill College  
Integrated Planning and Budget Proposal for Out of Cycle Template  
Draft, January 19, 2016

Notes – Changes since the last PaRC review:

- We looked at the minutes from last summer and while there was one reference to FT/PT ratio, the focus was on whether there was only one full time faculty member in a department - the impact if that person left - requiring an out of cycle hire.
- We have taken FT/PT Ratio out of the out of cycle form because in most cases this would not warrant an emergent hire (that can't wait for the regular program review process).
  - If a department still wants to make the case, the form allows and it can be discussed as one aspect of the request at PaRC. There are many possibilities that are difficult to take into account by one metric - better to have a more holistic discussion at PaRC.
  - The program review data sheets do define % Full time FTEF and the data exists to review release time, part time, and overload FTEF. This allows a discussion of need during the program review process.
- We have also moved to a scale for the Dean's recommendation, recognizing that the Deans are expected to advocate for the department, even if they may not fully agree with the position.
- We have also added a citation in the equity section and removed the specific reference in the Standards section (because it could change over time).

Please let me know if you have any thoughts or additional suggestions.