Integrated Planning and Budget Committee (IP&B)
Recommendation on Out-of-Cycle Faculty Prioritization Requests

October 14, 2015

Proposal

The process for determining which faculty positions can be filled each year (Faculty Prioritization) begins with a determination of how many positions the college has been allocated from the General Fund by the District. The number is based on the College's proportion of the District Faculty Obligation Number (FON), the number of College vacancies, as well as an estimate of positions that may be available from state growth allocations for the District.

Requests for new faculty hires are normally made during the annual Program Review cycle. However, unexpected vacancies occasionally arise (e.g. due to retirement, resignation, death or long-term disability), and consequently, new hire requests fall outside the Program Review cycle. This would be an exception to the standard process where vacant positions go into a pool to be re-prioritized by the college as part of the normal hiring cycle. IP&B recommends the following steps for out-of-cycle requests to fill vacant faculty positions.

1. The department must make a specific request for an out-of-cycle hire to the Dean. Out-of-cycle requests should include a statement of need outlining a justification for the department retaining the position outside the normal process. The justification should include reference to the following data, where appropriate.
   a) ~~FT / PT Faculty Ratio~~ Amended by PaRC 01.20.16
   b) Sole Full-Time Faculty Member
   c) Enrollment Trends
   d) Student Impact & Effect on Ability to Graduate (equity data required…)
   e) Programmatic Considerations (for AD-Ts, etc.)
   f) Reflection on Institutional Priorities (FTES, Online, Equity, EMP)

2. Dean solicits feedback and support from the Division before forwarding the request along with their recommendation (Y/N) to the area Vice President.
3. Vice President forwards completed request with all recommendations to PaRC.
4. Department faculty members (the requestors) are invited to attend and advocate for their request at PaRC.
5. PaRC makes final recommendations to the College President.
6. College President can accept/reject recommendation (if rejected, must provide rationale for rejection of the recommendation).

This process will allow PaRC to review a consistent set of data elements in making its recommendation to the President. In addition, the process will result in increased transparency because it will be documented and be available for review.

Approved by PaRC on 10/XX/15