Resource Allocation Guidelines (RAG)

Approved and Adopted at MIPC, June 16, 2023

PART A: HUMAN RESOURCES

ITEM 1
Guiding Principles & Procedures for Determining New Full-Time Teaching Faculty Positions

BACKGROUND
Each year programs will submit either a Comprehensive Program Review or Annual Program Review. The programs requesting a new full-time faculty position will submit a Faculty Request Form and the Program Review. It is an expectation that all faculty positions will contribute to the college's equity goals.

PRINCIPLES
The following criteria will be used to prioritize requests for new faculty:

1. **Program Mandates**: A mandate by an outside entity (e.g., an accreditation agency or state regulations) dictates the need for a full-time faculty position.

2. **Program Review**: The most recent program review corroborates the need for a faculty position.

3. **Program Viability**: A full-time position is necessary for the viability of a program; the faculty request process is not used to create or discontinue a program at Foothill.

4. **Enrollment Demand**: There is demonstrated enrollment demand that part-time instructors.

5. **Faculty Workload**: Current faculty non-instructional workload (e.g., responses to state mandates, partnerships with outside entities, engagement with grant-funded projects, etc.) necessitates an additional hire.

6. **Content Expertise Gap**: A new hire would fill a gap in content expertise, increasing student retention, enrollment growth, and overall quality of a program.

7. **Program Expansion**: There are opportunities for program expansion (e.g., new courses, certificates, degrees, etc.) that can only be achieved with a new full-time position.

PROCEDURES

Term	Week	Activities
Fall	1-3	The district communicates the number of available positions to the campus. The president's cabinet estimates additional positions that might become available due to unannounced retirements/resignations. Deans solicit information from departments requesting full-time faculty positions.
Fall	2-4	Departments request training on the program review tool from the Office of Institutional Research to access data needed to complete the request forms.
Fall	7-8	Departments submit completed request forms to their deans, who hold division meetings to rank requests. Dean/VP may submit a request based on department needs they have identified.
Fall	9	Deans finalize their division's prioritized requests.
Fall	9-10	Departments review job descriptions and preferred qualifications and identify hiring committee members in anticipation of approved positions.
Fall	11	The Prioritization Committee* ranks and forwards all requests to the president. All requests are ranked regardless of the number of positions available at the time. The president approves requests based on the number of positions available at the time and decides which positions to requisition.
Fall	12	The requisitions for all approved positions are entered into the HR system.
Winter	1-7	Positions are advertised and posted.
Winter	1-3	Academic Senate confirms faculty members for hiring committees during the first meeting of winter quarter.
Winter	7-12	Committees review applications and conduct interviews.

*The Prioritization Committee consists of the following:

Chair
- Vice President, Instruction & Institutional Research or proxy

Members
- Vice President, Student Services

- Associate Vice President, Instruction, Associate Vice President, Workforce

- Deans (Apprenticeship, Business & Social Sciences, Counseling, DRC/VRC, Equity, Fine Arts & Communication, Health Sciences & Horticulture, Kinesiology & Athletics, Language Arts, Library & Learning Resource Center, Online Learning, Science, Technology, Engineering & Math (STEM), Student Affairs & Activities)

- MIPC: FA representative, two faculty representatives, two student representatives

ADDITIONAL NOTES

- **Position Classification**: To the extent possible, vacant faculty positions remain in the pool of faculty positions and are not redistributed to classified or administrative positions.

- **Hiring Process**: The details of the hiring process are outlined in the "Procedures" section below. If the search is not successful (no candidates selected or selected candidate declines the offer), then the program in consultation with the college president may resume the search one more time during the following academic year. The college president may determine that the search should be cancelled, and the open FTE returned to the vacant faculty position pool.

- **Opportunity Hire**: When there is a Full Time Equivalent (FTE) available that can be filled by the college president in collegial consultation with the academic senate president, particularly with respect to opportunities for cluster hiring.

- **Tenure Process**: All full-time faculty positions should commence at the start of the academic year to maintain the timeline for tenure review as it is articulated in the Faculty Agreement.