## Faculty Prioritization: 2020-21
## (Interim Process)

1. September 28: Deans to send an email to departments asking if they will be requesting a FT faculty position this year. Deadline for response: October 5th

2. October 5: IR to receive a list of departments requesting a hire. IR will start collecting data.

3. October 16: IR will provide data to deans.

4. October 19: Dean will send IR to departments and ask departments to complete the faculty prioritization form.

5. November 2: Departments will submit the form to the deans.

6. November 9: Each dean will discuss the division priority with the departments.

7. November 13: Deans will finalize the division priority.

8. November 16-20: College wide discussion about prioritization.

9. December 4: EVP will submit the prioritized list to the president.


College wide committee: Deans, academic senate, FA, classified senate, AVP, EVP

**Draft Criteria for Instructional Faculty Prioritization**

1. Program Mandates
   a. Is a full-time position required by an outside entity in order for the college to meet a legal or accreditation mandate? If so, cite source of mandate.
   b. Is the position funded by categorical funds? Funding for the position can only be spent on the specific purpose of hiring a full-time faculty member for a program. If so, cite source of funding.

2. Program Viability: The faculty prioritization process should never be used to create or discontinue a program at Foothill. Careful consideration must be given the impact of not filling a faculty position on a program's continued viability.

   a. Would not filling the position with a full-time faculty position jeopardize the viability of the program, and threaten its closure or discontinuance?
   b. Is there a sufficient pool of qualified part-time faculty to support the program?
   c. Are there sufficient resources to support the non-instructional requirements of the program?

3. Enrollment Program Demand: Does enrollment demand justify hiring a new full-time faculty member?
   a. How many part-time/overload assignments are issued in the department each year?
   b. Examine the fill rate.
   c. What are the 1320 costs?

4. Equity
   a. Will adding this position contribute to the College's equity goals?
   b. Will not adding this position jeopardize the college's equity goals?

5. Faculty Workload: Is the FT faculty workload disproportionately high compared to other programs?

6. Program Quality
   a. Is there an existing gap in content expertise that a new hire would help fill to significantly increase program quality, retention of students and/or enrollment growth?
   b. Are there opportunities for program expansion (e.g. new courses, certificates, degrees, etc.) that can only be achieved with a new full-time position?