



# Integrated Planning & Budgeting Governance Handbook

Prepared by the Academic Senate, Classified Senate, and Planning &  
Resource Council

Approved by Planning & Resource Council on December 5, 2012



**FOOTHILL COLLEGE**

# Allocating Full-Time Teaching Faculty Positions

## Guiding Principles

Areas of the College do not “own” faculty positions; vacant positions revert to the College for possible reassignment.

Positions should be evaluated based on College mission, strategic initiatives, and student learning.

Departments with a high part-time faculty to low full-time faculty ratio should have priority, unless a department cannot, under unique circumstances, find any part-time faculty available to teach in a discipline.

Departments with increasing enrollments should have priority over departments with decreasing enrollments.

Highly “viable” programs should have priority over less viable programs. “Viability” should be determined by program review and should include such issues as assurance of future enrollments, availability of facilities, and provision of proper staff support.

Established departments with no full-time faculty and viable newly proposed departments should have priority over departments with existing full-time faculty.

Departments needing full-time faculty to address health/safety/legal requirements should have priority over programs having lesser such need.

Departments should exhaust the possibility of reassigning other (possibly under loaded) full-time faculty to department before being authorized to proceed with full-time hire. Such reassignments should be consistent with contract provisions.

Criteria that should not be used:

Whether or not the productivity of a department (measured in WSCH/FTE) is high or low. Departmental productivity may properly be used in determining the number of sections of classes offered and whether or not to continue a program, but productivity should play a much lesser role in deciding what portion of classes in a department should be taught by full or part-time faculty.

The number of years a department has been making a request for a full-time hire.

Recent retirements/resignations/reassignments of full-time faculty in a department.

Additional factors that should be used if there are more candidate pools than positions available:

Positions with a truly exceptional candidate should have priority over positions with a less qualified applicant pool.

Positions with a candidate able to teach in multiple disciplines should have priority over positions containing applicants able to teach in only a single discipline.

Positions whose filling would advance the College’s equal opportunity goals should have priority over those whose filling would not.

## Procedures

The District office communicates to the campus the number of available positions early in the fall quarter.

The College President estimates additional positions that might become available due to unannounced retirements/resignations.

Faculty requests are made through the Resource Allocation Process. PaRC examines the prioritized lists of faculty requests to make final recommendations to the College President.

The College President makes the final decision based on recommendations from PaRC and available resources.