

New Faculty Prioritization Process

1. The Vice-President of Instruction will endeavor to ascertain the number of available positions and inform the department chairs and Auxiliary faculty at the meeting prior to the scheduled presentation.
2. Department chair/Auxiliary faculty completes all data on the form and submits the request for new/replacement faculty member to the appropriate division dean or vice president (for Counseling or Auxiliary positions) no later than two weeks prior to the department chair meeting where presentations will be made.
3. The Division Dean or appropriate vice president (for Counseling or Auxiliary positions) signs the form and forwards it to VP's office
4. Department chairs and those faculty not represented by a department chair (e.g. Auxiliary) will convene with division deans, the Vice President of Instruction, the Vice President of Student Services, and the college president, preferably during the December Department Chairs' meeting but no later than the January meeting, to give a presentation approximately 10 minutes in length on the request of his/her area.
 - Guidelines for the presentation:
 - i. Brief and compelling reason for this position to be the most important position (approximately 5 minutes)
 - ii. Build in time for questions (approximately 5 minutes)
5. All Department Chairs and the Academic Senate President review the completed forms along with the presentations and rank the requests. Rankings will be submitted electronically to the Vice President of Instruction no later than 5:00 on Friday of the week of the last presentation.
6. Rankings will be emailed to the department chairs within a week of submission.
7. The three deans, Vice President of Instruction, and Vice President of Student Services also rank the requests based on their knowledge of their programs and program needs.
8. Both recommendations are submitted to the President
9. The President makes a decision on which positions will be selected. If the decision of the President differs from that of the department chairs the President will attend the next department chair meeting to explain the rationale for the difference and afford the department chairs an opportunity to ask questions.
10. Should any replacement positions become available after this process has been completed, it is the preferred position that a one-year temporary faculty member be hired to fill that position. The position will then go through the process explained above during the following academic year. If it is determined that this vacancy will have a significant adverse impact upon that discipline or program, the President may, in consultation with the Department Chairs, offer a tenure-track position.

*Approved by Department Chairs 4-5-11
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