

## COLUMBIA COLLEGE FACULTY HIRING PRIORITIZATION PROCESS

FALL PRIORITIZATION PROCESS				
STEP	RESPONSIBILITY	DATE	FACULTY REPLACEMENT	NEW FACULTY POSITION
1	<b>DEANS FACULTY</b>	<b>Fall Inservice</b>	<b>Discuss possible replacement positions.</b>	<b>Discuss needed new faculty positions</b>
2	VPSL  Retiring Faculty	First Friday in September	Distribute criteria and instructions to faculty, staff and management  Turn in Letter of Intent to Retire in order for the position to be considered as a replacement in the current year's prioritization process.	Distribute criteria and instructions to faculty, staff and management
3	Deans VPSL Faculty	September	Collaborative workshop to draft replacement proposals. VPSL to schedule the workshop.	Collaborative workshop to draft new faculty proposals. VPSL to schedule the workshop.
4	FACULTY AND OTHERS	First Friday in October	Submit proposal by electronic format (to VPSL) for replacement with draft of job description	Submit proposal by electronic format (to VPSL) for new with draft of job description
5	SENATE PRESIDENT	October Senate meeting	Faculty discusses proposals submitted to inform senate representatives.	Faculty discusses proposals submitted to inform senate representative.
6	VPSL		Convenes the Faculty Hiring Prioritization Committee to consider the replacement	Convenes the Faculty Hiring Prioritization Committee to consider the New Position
7	FACULTY HIRING PRIORITIZATION COMMITTEE	End of October	<p>a) Faculty Replacement Proposals will be reviewed and recommendations will be developed to replace or not replace (as Full-time or Interim Positions).</p> <p>b) Replacement positions will be prioritized based on the published criteria</p> <p>c) Faculty Replacement proposals that <b>are approved</b> by the committee will be immediately forwarded to the President as a recommendation for action.</p> <p>Note: Replacement Proposals forwarded for action to the President that are not filled will be eligible for <b>resubmission</b> as a replacement. (Eligibility as a replacement lasts for two years, after two years it has to be resubmitted as a new position).</p> <p>d) Faculty Replacement proposals that <b>are not Approved</b> will be considered as New Positions to be prioritized as described in Steps 5.e-g.</p>	<p>e) New Faculty Positions are considered after Faculty Replacements</p> <p>f) Proposals for new faculty positions will be prioritized based on the published criteria. Proposals that are tied will be given a rank that is equivalent to the average rank of the tied positions. (Example: If there is a tie between positions 7 and 8 they both will be ranked as 7.5)</p> <p>g) VPSL forwards prioritized committee recommendations for New Faculty Positions to the President</p>
8	VPSL  Senate Representatives	Following FHPC deliberations	Forwards FHPC Replacement Proposals recommendations to the President  Communicates FHPC recommendations to the Senate with the committee's rationale	Forwards FHPC prioritization recommendations to the President  Communicates FHPC recommendations to the Senate with the committee's rationale
9	PRESIDENT		Acts on FHPC recommendations and forwards position(s) to the District as appropriate (timing may be affected by available funding or information regarding FTO.)	Acts on FHPC recommendations and forwards position(s) to the District as appropriate (timing may be affected by available funding or information regarding FTO).

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### PROCESS TO ADDRESS REPLACEMENTS THAT FALL OUTSIDE OF STANDARD TIMELINE (as needed)

STEP	RESPONSIBILITY	DATE	LATE FACULTY REPLACEMENT
1	FACULTY AND DEAN		<p>Notify VPSL of the need for a Faculty Replacement</p> <p>The request must be accompanied by a formal Faculty Replacement Proposal and draft Job Description</p>
2	VPSL		<p>Convenes the Faculty Hiring Prioritization Committee to consider the replacement</p>
3	FACULTY HIRING PRIORITIZATION COMMITTEE		<p>a) Review proposals for Faculty Replacements and make recommendation to replace or not replace (as Full-time or Interim Positions)</p> <p>b) Faculty Replacements that <b>are approved</b> by the committee will be immediately forwarded to the President as a recommendation for action.</p> <p>c) Faculty Replacements that <b>are not approved</b> by the committee will be held and considered as a New Faculty Position for the next Fall Prioritization Process</p> <p>d) Any position proposal that the committee believes may <b>not be a true replacement</b> for the Existing Position will be forwarded to the Academic Senate for a ruling as to if it will be considered as a Replacement or a New Position (See step 4.1)</p>
4.1	ACADEMIC SENATE PRESIDENT	Within 2 weeks following FHPC meeting in Step 3 (as needed)	<p>Convenes a meeting of the Academic Senate to determine if any Replacement Position(s) forwarded from Step 3d will be considered as a Faculty Replacement or a New Position</p> <p>A determination will be made and submitted to the VPSL within a 2 week period following the FHP Committee meeting</p>
4.2	VPSL	Within 2 working days following notification from the Academic Senate President of the results from step 4.1 (as needed)	<p>If the Senate rules the position is a Replacement the VPSL will forward that recommendation to the FHPC for consideration (following the process outlined in Step 3).</p> <p>If the Senate rules the proposal is a New Position the proposal will be held and considered as a New Faculty Position for the next Fall Prioritization Process</p>
5	PRESIDENT		<p>Acts on FHPC recommendations and forwards position(s) to the District as appropriate (timing may be affected by available funding or information regarding FTO).</p>

## DEFINITIONS

(For purposes of interpreting this document)

Term	Definition
<b>Faculty Hiring Prioritization Committee (FHPC)</b>	<p>The role of the Faculty Hiring Prioritization Committee is to recommend prioritization of New Faculty Positions and the filling of Replacement Positions to the President of Columbia College.</p> <p>The committee consists of 4 instructional administrators and 4 faculty.</p> <p><b>Committee Composition:</b></p> <p style="padding-left: 40px;"><b>Instructional Administrators:</b> VPSL, Deans (3)</p> <p style="padding-left: 40px;"><b>Faculty:</b> Academic Senate President, President Elect And Past President; YFA Representative</p>
<b>Existing Position</b>	<p>A Full-time Tenure Track Faculty Position that has been vacated.</p>
<b>New Faculty Position</b>	<p>A Full-time Tenure Track Faculty Position that does not yet exist at Columbia College. This may be a position with a new/unique Faculty Job Description or an new/additional position in an existing Faculty Job Description.</p>
<b>Faculty Replacement / Replacement Position</b>	<p>A Full-time Tenure Track Faculty Position that replaces an Existing Position</p> <p>FHPC will look at three variables in determining definition of “Replacement”</p> <ol style="list-style-type: none"> <li>1) Teaching load for last five years</li> <li>2) The position composition at time of hire</li> <li>3) Salary codes for last five years</li> </ol> <p>Rather than lock into one definition the committee will look at each situation individually. However, if there is any question as to whether a proposal is a “replacement” the determination will be referred to the Academic Senate.</p>
<b>Interim Position</b>	<p>FT Faculty Positions that are short-term; not to exceed 2 consecutive semesters</p>
<b>Full-time Position</b>	<p>FT Faculty Positions that are tenure-track</p>

## Authorizations

Date:

Columbia College President

Date:

Columbia College Vice President of Student Learning

Date:

Columbia College Academic Senate President