Columbia College Faculty Hiring Prioritization Process 2022-2023**

The faculty and administration of Columbia College strive to provide a spectrum of full-time faculty positions that support the mission, strategic goals, and educational programs of the College, align with its values, and support its diversity, equity, and inclusion efforts. This process and form ensure administrative and community perspectives are included when faculty prioritize replacement and/or additional faculty proposals. Ultimately, the selected proposals should represent the collective recommendation of all campus members to best serve our students and community from the present into the future. This process is designed to fully inform the College President of the needs and interests of the College community prior to making these important decisions.

Proposals for full-time positions are developed as follows:

Step 1 (Prior to In-service): The College President, with assistance from administrative and faculty leaders as needed, prepares a **College Outlook** document indicating the pending needs of the institution and what is known about full-time hiring for the subsequent year to present at the all-college in-service meeting.

Step 2 (In-service to end of week 1): The faculty and administration **use the College Outlook as a starting point for discussion of the faculty hiring needs of the college**. Divisions identify Faculty proposers for step 3.

Step 3: Request a position Weeks 1-7 Note: If any retirements are announced on Sept 30th (~week 6), any additional proposals must be completed by the end of week 7 to be included in the FHP process.

- **Faculty proposer section:**
  - Any faculty member can submit a proposal by completing the Faculty Proposer Section of the form (Questions 1-4 below) and contacting the Academic Senate Administrative Secretary and Academic Senate President. This initial step should be done as soon as possible to give enough time for other contributions by the deadline.
  - After week 5, proposers revisit and finalize their proposal by completing the data analysis and summary portions of the form. **Finalized proposals Due by end of week 7.**
- **Based on the initial faculty proposer submissions, the following contributors shall complete their portions:**
  - **Data Analysis Section:** Research and Planning Department provides data illustrating college, district, state, and/or community data, enabling comparison of the relative merits of each submission.
    - **Requested by week 4**
  - **Division Dean Section:** Dean provides relevant, position-specific administrative information.
    - **Requested by week 4**
  - **Vice President Section:** VP provides relevant, position-specific administrative information.
    - **Requested by week 4**

Step 4: Rank proposals

Phase 1 (Start of Week 8): Faculty receive a **survey for *Comments*** based on position proposals.

Phase 2 (Week 9): The **Academic Senate holds a special FHP Ranking meeting** where survey results guide the discussion to understand the needs and preferences of the faculty at large to decide the *Faculty Ranking.*

Step 5 (Start of Week 10): Academic Senate and Administrative Leaders meet together to develop the Joint Recommendation to the President. Committee membership: **Admin:** VPI, VPSS, CTE Dean, ASHP Dean, SS Dean.

Faculty: Senate President, Senate Past-President, Senate President-elect, YFA V.P., Faculty rep. Any member of the committee can designate an appropriate substitute if they are unable to attend the meeting. Faculty member substitutes to be approved by Senate Executive. The faculty representative shall be selected from faculty volunteers and confirmed by Senate Executive. **Academic Senate President will send out a report after the meeting notifying faculty of the ranking sent to the President.**

Step 6 (ASAP): To facilitate faculty recruitment beginning in November, College President informs the campus community of which faculty position(s) will be hired in the coming year along with their rationale (this step is required before the hiring process can begin).

Faculty Replacement Outside of Timeline: When a faculty member announces their retirement after the first day of Spring Semester or a faculty line opens for another reason (e.g. emergency replacements, long-term subs, or late announcement of new positions) the best course of action for students and the college will be discussed between the Academic Senate Executive or Senate of the Whole and Administrators. Possible courses of action include launching the search for a tenure track position, a 1-year full-time temporary position, part-time faculty, or waiting until the regular timeline.

Workflow for Academic Senate Administrative Secretary

1. Weeks 1-4 Once faculty proposer provides the initial step information (questions 1-4) for the proposal, share with:
    a. any faculty designated by the faculty proposer
    b. division dean(s)
    c. Vice President of instruction/student services as appropriate
    d. Research and planning department
    e. academic senate president
2. Week 4 Facilitate faculty proposers in obtaining:
    a. Dean Section
    b. VP Section
    c. Data from the Research and Planning Department
3. Week 7 Facilitate faculty proposers in submitting finalized proposal packets.
4. Week 8 Facilitate the Senate President in conducting the Comments Survey.
5. Week 9 Facilitate the invitations to the special FHP Academic Senate meeting.

**Use this process for the 2022-2023 Academic Year and review.

FACULTY PROPOSER SECTION

Based on discussions of the College's needs, what position should be hired?

Initial Step:

To start a proposal, contact Academic Senate Administrative Secretary and Academic Senate President with the information from questions 1 through 4 below.

1. **Faculty Proposer and designated faculty names/emails**

2. **Proposed Position Title (this will be the proposal name)** _____

3. **Position Type (select one)**
   a. ☐ Tenure-Track Fulltime
   b. ☐ 1-Year Temporary Fulltime
   c. ☐ 1-Semester Temporary Fulltime

4. **Faculty Role**
   a. ☐ CTE (requires labor market information)
   b. ☐ ASHP
   c. ☐ Student Services

This initial step should be done as soon as possible to give enough time for other contributions by the deadline.

Note: The remaining faculty proposer section must be completed by the end of week 7.

Introduction:

5. Explain to your colleagues and the college administration why we need this position. Provide insight and additional information as needed to tell the story of the need for this position. Consider the College Mission, Core Values, and College Outlook.

6. If this is a replacement, give a narrative regarding who is being replaced, when they left, the percent load they carried, and any other relevant information providing institutional knowledge about the position. What happens if this person is not replaced?

7. Describe why the College would be better served by hiring a full-time faculty member than by providing these courses or services with a part-time faculty members.

8. Copy and paste the minimum qualifications category(s) that apply to this position from the CCCCO's Minimum Qualifications Handbook. Explain any nuances, if necessary.

Complete the following section after receiving information and data from dean, VP, and research and planning:

9. **Data Analysis Section**

   The faculty proposer(s) (supported by division dean, Research and Planning Department, student support services/counseling, Curriculum Committee, and Academic Senate) will examine the data and provide an analysis that will help your faculty colleagues and the administration understand what the data indicate about this faculty proposal. In other words, what are the data telling us? Give a narrative using the graphs and numbers to support your arguments.

   Some things to consider:

   - College Outlook
   - Community needs
   - Student needs
   - Program Review in the area
   - Curriculum review in the area
   - Enrollment trends
   - Local or state laws
   - CTE- labor market information

10. Summary

Finally review the entire proposal and **summarize with the five most salient points**. These points will be used during the FHP ranking discussion with Academic Senate of-the-whole.

Point 1:	
Point 2:	
Point 3:	
Point 4:	
Point 5:	

Division Dean Section:

This section is requested by the end of week 4.

1. Proposed 2-year schedule of teaching/duties. (Include course title and C-ID #, if applicable.) Faculty Proposer(s) and Dean should have a conversation about the proposed 2-year schedule.

Fall Year 1			
Course	**Course Title/ Activity**	**Course ID**	**% Load**
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			
Non-instruction			
		Total Load	

Spring Year 1			
Course	**Course Title/Activity**	**Course ID**	**% Load**
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			
Non-instruction			
		Total Load	

**If Year 2 schedule is different from year one, provide it here:

Fall Year 2			
Course	**Course Title/Activity**	**Course ID**	**% Load**
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			
Non-instruction			
		Total Load	

Spring Year 2			
Course	**Course Title/Activity**	**Course ID**	**% Load**
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			
Non-instruction			
		Total Load	

2. Specify the funding source(s) for this position.

3. Is the position mandated? Yes ☐ No ☐
   If yes, by whom or what?

4. Are existing resources/facilities sufficient to support this position? Yes ☐ No ☐
   If not, please explain

5. If this is a CTE position, the Division Dean must provide a copy of the relevant CTE Advisory Committee minutes to the Academic Senate Administrative Secretary to be appended to the final proposal.

6. Any other relevant information?

Please contact

- *the faculty proposer(s),*
- *Academic Senate Administrative Secretary, and*
- *Academic Senate President*

when this section is completed.

Vice President Section

The goal of this section is for faculty to have all of the relevant information at hand when making a decision for the recommendation of which proposals to move forward. This section is requested by the end of week 4.

1. Briefly describe how this position request aligns with the College Outlook and needs of the college

2. Comment on the viability of this position in the short and long term.

3. Any other relevant information?

Please contact

- *the faculty proposer(s),*
- *Academic Senate Administrative Secretary, and*
- *Academic Senate President*

when this section is completed.

Step 4: Rank Proposals

Phase 1: Comments Survey

(Start of week 8)

Faculty will receive a survey to provide *Comments* on position proposals. The survey will be due a minimum of 2 days before the Special Academic Senate of the whole FHP ranking meeting to compile and organize comments for each position. The faculty recommendation about ranking will be made during the FHP meeting. Survey Questions:

(1) Alignment with the College Outlook
(2) Your perception of immediate need to serve students
(3) Your perception of viability of this position for the next 20-30 years
(4) Any other relevant information.

Phase 2: FHP Ranking meeting

(Week 9)

A special Academic Senate of the whole FHP ranking meeting will be held to make a faculty recommendation of position proposals. The meeting will include:

- Brief presentation of each position.
- Presentation and discussion of comments from the survey.
- Decision about the *faculty ranking* with *talking points* for each position. Faculty leadership will then bring forms to the next level meeting with the College President. Consider the alignment with the College Outlook, viability of the position for the next 30 years, and the immediate needs for the position.

Step 5: Joint Recommendation to the President

The faculty leaders and administrative leaders have come to a consensus on the prioritized list of Full-time Faculty Hiring Proposals using an agreed upon Academic Senate of-the-Whole process. The group has prioritized positions based on submitted proposals, verified letters of intent to retire, and the College Outlook. Because their justifications differ, two ranked lists are provided within the categories of instructional and student/institutional support positions.

To facilitate faculty recruitment beginning in November, the College President shall inform the campus community of which faculty position(s) will be hired in the coming year along with their rationales. This step is required before the hiring process can begin.

The proposals being recommended and sent forward to the College President to be hired for the 2022-2023 academic year are:

Instructional Faculty Position	Rank
Student/Institutional Support Faculty Position	Rank

NOTES:

x_____ _____

Columbia College Vice President of Instruction date

x_____ _____

Columbia College Academic Senate President date