

DRAFT
Faculty Prioritization Committee and Process

Process:

- 1) Each academic year, as part of Program Review, Area Coordinators will have the opportunity to fill out a faculty position request form, providing relevant data and a narrative justifying the need for a fulltime position. All faculty request forms will be forwarded by the Program Review Committee (PRC) to the Academic Senate co-presidents and to the Deans' Council.
- 2) Faculty position requests for new programs (those not yet in existence) will be submitted by the appropriate dean or faculty member, directly to the PRC.
- 3) Faculty requests will include both teaching and non-teaching faculty positions.
- 4) Positions vacated during the tenure process are not subject to the faculty prioritization process. They will be filled automatically, unless there is mutual agreement between the Academic Senate Co Presidents and the Vice President of Instruction to the contrary.
- 5) Faculty position requests shall be campus and site specific.
- 6) In the case of a failed search, procedures outlined in AR 305 will be followed.
- 7) Grant-funded positions will not be included in this process.
- 8) The data required on the Faculty Position Request forms and the criteria used for ranking on the Prioritization Rubric will be articulated and revised as necessary by joint agreement of the Program Review Committee, the Academic Senate, and the Deans' Council.
- 9) Each year, prior to the evaluation of the faculty requests, members of the Faculty Prioritization Committee (FPC) will be trained (normed) in using the criteria on the rubric. Data will be used as much as possible in evaluating the requests, but as every program is different, many factors must be considered. Not all criteria are hierarchical in nature.
- 10) The FPC will review the data from the request forms and will evaluate each request on the basis of the specified criteria (See Prioritization Rubric and Directions).
- 11) The co chairs of the FPC are voting members.
- 12) In the event that the FPC needs more information, the co-chairs of the committee may ask for a representative from the department in question to come forward to answer questions about the position; however, no presentations will be made.
- 13) All faculty position requests will be ranked, regardless of how many positions may be available.

- 14) The initial ranking will be done by ballot as follows: each member of the FPC will assign a score to each rubric category for each position request. The total of the average scores in each rubric category will determine the initial ranking. The initial ranking may be revised as described in (13) below.
- 15) Once the draft list has been completed, any member of the FPC can suggest an override of a ranking. Overrides are permitted when a supermajority (70% of the committee members are required) votes to re-rank a single position. In positions 1-5, a position may be moved one slot up or down; in positions 6-10, a position may be moved two slots up or down; in positions 11-20, a position may be moved three slots up or down.
- 16) Once a prioritization list is completed, it will be presented to the college president, the Academic Senate, Budget Planning Committee, and the Deans' Council. Should the president override any of the ranked positions, he or she must present a detailed written explanation of that decision to the Academic Senate and to the Deans' Council within one week.
- 17) The timeline shown below is for typical prioritization and faculty hiring cycle. The process will also apply to out of cycle faculty requests.

Membership of the Faculty Prioritization Committee:

- Academic Senate Co-Presidents or designees (2)
- Program Review Committee faculty representatives (2)
- At-large faculty representatives selected by the Academic Senate co presidents (2)
- Vice President, Instruction
- Deans with at least one non Eureka representative (5)

Leadership: One Academic Senate co-president and Vice President of Instruction will serve as co-Chairs of the FPC.

Faculty Appointments: The Academic Senate Co-Presidents are responsible for all faculty appointments to the FPC.

Timeline:

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| Spring | Deans/Area Coordinators submit faculty request forms as part of Program Review. |
| Nov | FPC evaluates and ranks the requests. Ranked list is forwarded to the President, the Budget Planning Committee, and to the Academic Senate. |

Jan/Feb	President announces the number of positions to funded for the next academic year. Human Resources initiates the faculty hiring process.
	FPC reconvenes, debriefs, and evaluates the process (in order to improve it).
Mar	Screening committees review applications.
April/May	Candidates interviewed; finalists selected.
May/June	Board of Trustees approves contracts

Directions for Using the Rubric:

- 1) Prior to the FPC meeting, each co-chair will be tasked with determining three interests.
 - 2) During the FPC meeting, the group will decide upon a single shared interest that will be scored under the category “Other.”
 - 3) All faculty requests will fall into *one* of the first three blocks on the rubric: **Faculty Replacement Positions** (for programs/disciplines that have lost full-time faculty due to retirement or other reasons); **Growth Positions** (for established programs requesting additional full-time faculty); **New Program/Discipline Position** (for programs/disciplines not yet established or newly established with no full-time faculty).
 - 4) Within the appropriate block, each request will be assigned 0-5 points based on the criteria listed.
 - 5) All requests will be evaluated in blocks four, five and, if applicable, six. In each of these blocks, each request will be assigned 0-5 based on the criteria listed.
- NOTE: Not all criteria within a block are hierarchal in nature. Requests must be evaluated holistically within each block, based on a variety of factors.
- 6) The positions will then be ranked in order of the total points earned. In the case of ties, the FPC will vote to rank the positions; a simple majority is all that is required for this procedure.

RUBRIC FOR PRIORITIZING FULL-TIME FACULTY POSITIONS

<p>Faculty Replacement Position</p> <ul style="list-style-type: none"> • Stable or growing discipline or program needs replacement for FT faculty who have left within this academic year • Stable or growing discipline or program needs replacement for FT faculty who have left within one-two years • Stable discipline or program needs replacement for FT faculty who have left within three-four years • Stable discipline or program can justify replacement for FT faculty who have left within five years or more • Outside accreditation is at risk without FT hire 	Points (0-5):
<p>Growth Position</p> <ul style="list-style-type: none"> • Enrollment data over past two years indicate program is <i>growing</i> • Enrollment data over past two years indicate program is <i>stable</i> • Enrollment data over past two years indicate program is <i>declining</i> • Independent marketing or other data indicate growth potential 	Points (0-5):
<p>New Program/Discipline Position</p> <ul style="list-style-type: none"> • Program Initialization process complete • State curriculum approval complete • New program has shown significant growth without FT faculty • Independent marketing data suggest viability of new program 	Points (0-5):
<p>FT/PT Ratio</p> <ul style="list-style-type: none"> • Program has no full-time faculty • FT/PT ratio below 50/50 percent • FT/PT ratio below 60/40 percent • FT/PT ratio below 75/25 percent • FT/PT ratio results in critical lack of effective oversight for associate faculty • Reliable pool of well-qualified associate faculty is unavailable <p>(In the case of non teaching faculty positions, the criteria will be the deviation from norms obtained from like institutions)</p>	Points (0-5):
<p>Program/Student Outcomes</p> <ul style="list-style-type: none"> • Narrative justification demonstrates clear need for FT faculty in order to maintain program outcomes • Narrative justification demonstrates clear need for FT faculty in order to achieve student learning outcomes 	Points (0-5):
<p>Other (Shared Interest)</p> <ul style="list-style-type: none"> • Shared interest determined by the FPC. Scoring rubric will be mutually agreed upon and will be based on the nature of the shared interest. 	Points (0-5):

	TOTAL
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