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Faculty Prioritization Committee

Mission

As an operational sub-committee of RAPP, the Faculty Prioritization Committee reviews new and replacement full-time faculty positions and makes recommendations for RAPP to communicate to College Council based on program review, the college mission, vision, values and strategic goals.

Charge

Review faculty request forms for new and replacement full-time faculty positions from area Vice Presidents/Associate Vice Presidents.

Use the criteria listed below, the FPC will rank all requests using a ranked choice voting and forward the prioritized list to RAPP.

Criteria

- **Program Mandates:** A mandate by an outside entity (e.g., an accreditation agency or state regulations) dictates the need for a full-time faculty position. Language from the specific outside entity as well as an explanation of how it is currently not being met must be included with the application.
- **Program Review:** The most recent program review corroborates the need for a faculty position.
- **Program Sustainability:** A full-time position is necessary for the sustainability of an existing program and is corroborated by the Program Sustainability Committee.
- **Enrollment Demand:** There is demonstrated enrollment demand that justifies the position.
- **Content Expertise Gap:** A new hire would fill a gap in content expertise, increasing student retention, enrollment growth, and overall quality of a program. The need for the expanded content should be explicitly explained in the application including connections to changes in the field and workforce demands.
- **Program Expansion:** There are opportunities for program expansion (e.g., new courses, certificates, degrees, etc.) that can only be achieved with a new full-time position. If this factor is being used as the primary source of justification for the new faculty position, quantitative data must be included about workforce demand or student interest in the proposed expansion.

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Timeline

Term	Week	Activities
Fall	1-2	The president's senior leadership team, in consultation with the district leadership team, determines the number of tenure track instructional and non-instructional faculty positions to search for based on data including the number of existing vacant positions, balance needed with the 1320 budget and schedule load, and any additional positions funded by the District or by state utilizing ongoing sources of funds, i.e.- Full-time Faculty Hiring Funds (FTFHF). The Academic Senate; department chairs and program directors; and Student Services, Instructional and Workforce leadership teams are notified of the number of positions and the timeline and process to apply.
Fall	1-2	Departments request training on the Precision Campus/Faculty Request Form from the Office of Institutional Research to access data needed to complete the request forms.
Fall	3-4	Departments submit a completed request through the Precision Campus tool. The dean/VP may also submit a request based on department needs they have identified. Deans hold division meetings to rank requests.
Fall	4	Deans finalize their division's prioritized requests and submit the requests to RAPP.
Fall	5-6	The Faculty Prioritization Committee ranks the requests using ranked choice voting and forwards all requests to RAPP.
Fall	7	RAPP submits the ranked list of faculty positions to College Council.
Fall	8	The president decides which positions to requisition based on the number of positions available and strategic priorities at the time.
Fall	9	The requisitions for all approved positions are entered into the HR system.
Fall	10	Academic Senate begins confirm hiring committees.
Fall	11	Hiring committees meet to finalize the job announcement.

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Committee Membership

- **Administrators (5)**
 - Vice President of Instruction
 - Associate Vice President of Instruction
 - Dean (CTE/Counseling/At Large)
- **Faculty (6)**
 - Faculty (RAPP tri-chair/CTE/Athletics or CA/Language Arts or PSME/General Counselor/Lab Science/IIS or SSH)

Working Parameters

- Faculty requests are valid for one year, and may be resubmitted in subsequent year, with restrictions.
- From the date of the first faculty request, a given position may be submitted no more than two times in a four-year period.
- If a position is approved but remains unfilled for two years it must be resubmitted.
- If a position is approved, hired and said position becomes vacant during the tenure process (within 4 years), the position may be rehired without review, absent significant shifts in college needs as determined by RAPP.
- Faculty members are expected to recuse themselves from discussions of positions within their own division except to address questions from other committee members, clarify factual information, or share any relevant information necessary to inform committee.
- Consistent attendance is required for informed decision-making. Any member who misses two meetings or is tardy by more than 20 minutes in a quarter must meet with the Tri-Chairs to discuss their capacity to serve. The Tri-Chairs will notify the member's constituency group, which may choose to reaffirm or replace the representative. Further absences or tardiness will result in a loss of voting privileges for the quarter.
- To the extent possible, vacant faculty positions remain in the pool of faculty positions and are not redistributed to classified or administrative positions. Vacant instructional positions are only converted to non-instructional faculty positions if there are adequate funds in the 1320 budget to cover the needed scheduling load.

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- The faculty search and hiring process follows AP 4130 District Hiring Procedures. If the search is not successful (no candidates selected or selected candidate declines the offer), then the program, in consultation with the college president, may resume the search one more time during the following academic year. The college president may determine that the search should be cancelled, and the open FTE returned to the vacant faculty position pool.
- It is possible for the college president to authorize hiring a faculty member outside of this process when there is a Full Time Equivalent (FTE) available, particularly with respect to opportunities for cluster hiring. This also applies to the possibility of multiple hires from one search. In these cases, the college president will have collegial consultation with the academic senate president.
- In rare cases, mid-year hires can be approved. However, in general, full-time faculty positions should commence at the start of the academic year to maintain the cohort nature of onboarding faculty. Mid-year hires will start the tenure review process at the start of their first fall quarter.