

FACULTY HIRING PRIORITIZATION COMMITTEE

Section I: Purpose, Membership, Meeting Schedule

1. Purpose: The faculty hiring committee is the mechanism for identifying and prioritizing the hiring of new faculty members. The committee reviews requests for new and replacement faculty positions. Using the Procedures outlined below the committee ranks in order of hiring priority new faculty positions. **This process is done each year. There is no holdover of ranked positions from any previous year.**

2. Membership:

The Faculty Hiring Prioritization Committee is an Academic Senate committee that is comprised of one faculty representative from each of the instructional areas recognized by the Academic Senate, and the academic deans. The Vice President for Instruction and the Academic Senate Past President chair the committee as ex officio members.

- **Committee Members must attend ALL meetings or send a proxy in order to participate in the voting process that creates the prioritized list.**
- **Faculty membership is a 2 year term.¹**
Faculty Representatives (different from those serving in Fall 2008) will be selected by their instructional areas during Fall in service and submitted for appointment by the Academic Senate at the first regularly scheduled Fall semester Academic Senate meeting.

1. Stagger the implementation – ½ the divisions change in odd-numbered years, half change in even-numbered years.
 - Divisions that need to send a new representative:
 - Advanced Technology & Applied Science
 - Business Science and Economic & Workforce Development
 - Counseling Services & Special Programs
 - Fine Arts and Media Technology
 - Emeritus Institute
 - Learning Resources

These new representatives must be submitted for approval before the Academic Senate Meeting on May 4, 2011.

The aforementioned Divisions will send new representatives at the start of odd-numbered academic calendar years. For example new representatives will be sent during 2011-2012, 2013-2014, 2015-2016; etc.

¹ Approved November, 19, 2008

2. Divisions that need to send a new representative in Fall 2010 are

- Health Science & Human Services
- Liberal Arts
- Mathematics, Science & Engineering
- Kinesiology & Athletics
- Social and Behavioral Sciences

The aforementioned Divisions will send new representatives at the start of even-numbered academic calendar years. For example new representatives will be sent during 2012-2013, 2014-2015, 2016-2017; etc.

If divisions are unable to comply with sending a new faculty member they have an option of recommending to the Senate that the same faculty member from the previous year be appointed.

3. Meeting Schedule.

- Last Monday in September of each academic year: Oral presentations for each new requested position.

Section II: Procedures for Identifying New Faculty Positions

1. Procedures for Developing the Faculty Hiring Prioritization List

Board Policy 4011.1, Section II, Paragraph II stipulates:

By October of each academic year, in compliance with BP 4011.1 following approval by the Chancellor, each College President will submit to the Board of Trustees a ranked list of recommended full-time faculty positions for the subsequent year, classified according to Item 2 above, and compiled by an internal process developed by the Academic Senate and the [College] President, and approved by the [College] President. The Board will either approve (authorize for announcement) or disapprove (not authorize for announcement) each recommended position. The Board will make clear any contingent terms for any approved positions².

2. Submission of “Justification for New Faculty Positions”

- An announcement shall be sent to the college community before the first Friday in April soliciting the submission of new faculty.
- Each department requesting a new faculty position will fill out and submit a Justification for New Faculty Positions.
 - No Incomplete forms will be accepted or considered by the committee.

² <http://www1.socccd.cc.ca.us/docs/board/policies/BP-4011.1.pdf>

- This form can be obtained at the following web site:
<http://www.saddleback.edu/asenate/Full-TimeFacultyHiringPrioritizationCommittee.html>
- 1 copy (hard or PDF) of each application shall be brought or sent to the Academic Senate Office **no later than 4pm on the 3rd Friday in May. (May 20, 2011)**
 - This information will be available by the following Friday.

3. Presentations

- **On the first Friday in September the Committee Chair (Academic Senate Past President) will determine the order of presentation to the committee.**
 - **Each Presenter will receive the same amount of time to present information for each different faculty position.**
- **The order of presentations shall be sent via email to the committee representatives who shall be charged with informing members within their academic divisions or areas of instruction of their presentation time.**
- On the last Monday in September the committee will convene to hear presentations.
- **To participate in the voting process that creates the prioritized list** each committee member must be in attendance for every presentation.

4. Voting

- At the conclusion of the presentations each Committee member is responsible for exercising his or her independent judgment in prioritizing each position.
- Following the Committee's discussion of the presentations each committee member shall rank in order of hiring priority each position using the appropriate form provided by the academic senate.
 - Voting shall be anonymous
- Following the conclusion of the voting process the VPI and Senate Chair shall meet to compile the scores from each committee member and produce the ranked list.

5. Actions and Recommendations

- The ranked list will be submitted to the Academic Senate who will vote to approve (submit to the Board of Trustees for authorization to hire) or disapprove (not submit to the Board of trustees for authorization to hire) the entire list.

Section III: Procedures for Replacement Faculty Positions:

On February 27, 2007 (pursuant to BP4011.1 Section II.2.) the Academic Senate and the College President approved the following internal procedures for replacing full-time faculty. These procedures were implemented in October 2007:

- In the event of a vacancy in a faculty position, the funding for that position remains in the division's/area of instruction's budget. The division/area of instruction may file paperwork to immediately replace that position or,
- In the event of a vacancy in a faculty position, the funding for that position remains in the division's/area of instruction's budget, but if the fulltime faculty and academic administrator/dean mutually agree that there is greater need for filling another position within the division/area of instruction, paperwork will be filed to fill the other position.
- **Positions eligible for immediate replacement must have been vacated AFTER Fall Semester 2007.** Positions vacated before Fall Semester 2007, are not eligible under this process and can not be referenced or used in the **Replacement Faculty Position application.**