FACULTY PRIORITIZATION PROCESS

Process:

1. Each academic year, as part of Program Review, Associate Deans, Directors and faculty 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 Copresidents and to the Deans’ Council.

2. Faculty requests will include both teaching and non-teaching faculty positions. Replacement requests due to tenure track attrition during the four year probationary period for that position are not part of this process and are filled automatically, unless there is mutual agreement to the contrary.

3. Requests shall be campus and site specific. In the case of a failed search, processes outlined in the “Contract Faculty Appointment Procedures” will be followed.

4. Temporary grant-funded positions will not be included in this process. Proposals to convert grant-funded to tenure-track faculty positions will be included in the process.

5. The data required on the Faculty Request forms and the criteria used for ranking on the Prioritization Rubric will be articulated and revised as necessary by joint agreement of the Academic Senate and the Administration.

6. 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, qualitative factors must be considered. Not all criteria are hierarchical in nature.

7. 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).

8. The co-chairs of the Faculty Prioritization Committee are voting members.

9. In the event that the Faculty Prioritization Committee needs more information, the Co-Chairs of the committee may ask for a representative from the discipline in question to come forward to answer questions about the position; however, no presentations will be made.
11. All faculty requests will be ranked, regardless of how many positions may be available.

12. The initial ranking will be done by ballot as follows: each member 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.

13. Once the draft list has been completed, any member of the Faculty Prioritization Committee can request an override of a ranking where there is significant statistical discrepancy of 5 total points or more with any of the members initial ranking scores. Overrides are permitted when a majority (7/13 of the committee members are required) votes to re-rank a single position.

14. Faculty positions will be forwarded to the President/Superintendent and Academic Senate by the committee Co-Chairs as a recommendation for action.

15. The President/Superintendent acts on the committee’s recommendations and forwards positions to the District as appropriate (timing may be affected by available funding or information regarding the fulltime faculty obligation [FTO]). Should the President/Superintendent override any of the ranked positions, he or she must present a written explanation of that decision to the Academic Senate and to the Deans’ Council.

16. 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 Prioritization Committee:**

- Academic Senate Co-Presidents or designees (2) (1 of whom is Co-Chair)
- Program Review Committee faculty representatives (2)
- At-large faculty representatives *(at least one non-Eureka)* selected by the Academic Senate Co-Presidents (2) (3)
- Vice President, Instruction and Student Development (Co-Chair)
- Executive Dean of Academic Affairs
- Associate Deans (4)
- Director of Counseling

**Timeline:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Nov</td>
<td>Associate Deans/Directors fill out faculty request forms as part of Program Review. Faculty Prioritization Committee evaluates and ranks the requests. Ranked list is forwarded to the President/Superintendent, the Budget Planning Committee, the Deans’ Council, and to the Academic Senate.</td>
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<tr>
<td>Dec</td>
<td>President/Superintendent announces the number of positions to be funded for the next academic year. HR initiates the process for faculty hiring.</td>
</tr>
</tbody>
</table>
Faculty Prioritization Committee reconvenes, debriefs, and evaluates the process (in order to improve it).

**Jan/Feb**  
*Jan* Screening committees review applications.

**March/Feb**  
Candidates interviewed; finalists selected.

**April/May**  
*March/April* Board of Trustees approves contracts

**Directions for Using the Rubric:**

1. Prior to the Faculty Prioritization Committee meeting, each Co-Chair will be tasked with determining three interests from the faculty and administrative groups they represent and then meeting to collectively bring forward a single shared interest.

2. During the Faculty Prioritization Committee meeting, the single shared interest 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 hierarchical 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 committee will vote to rank the positions; a simple majority is all that is required for this procedure.

Approved: 02/07/2012
Former Administrative Regulation 305.03 “Priorities for Tenure Track Faculty Positions” Approved: June 6, 1994, Revised: 11/15/96; 10/3/97; 2/4/03; 4/5/04