



## MEMORANDUM

Date: September 12, 2022

To: Department Chairs and Division Deans

From: Kelly M. Fowler, Vice President, Instruction  
Roger Willis, President, Academic Senate

Re: Timeline to Request Faculty Positions for 2023-24

Administrative Procedure 7120 requires the annual implementation of the following process:

*The need for contract tenure-track faculty shall be developed by each department and recommended to the area administrator. The area administrator, in consultation with the department chairs, or a representative of the department if a department chair is not available, will prioritize those requests and forward them to the Vice President, Instruction [who] will provide the lists of requests for faculty positions prioritized by each division to the Academic Senate. The Instruction Team and the Academic Senate Executive Board will independently prioritize the submitted requests. The priorities for the Academic Senate and Instruction Team will be brought to Academic Mutual Agreement Council (AMAC) for the development of a single list to represent the faculty growth positions priorities for the College. The prioritized list shall be submitted to the College President for a decision regarding the number of positions approved for hire in that academic year.*

Each year the College funds a certain number of faculty positions in accordance with State regulations. These positions are not reserved to any specific department. If your department has fewer faculty now than in past years, it is appropriate to use that fact as part of the rationale determining need, as well as to establish broad-based evidence to support a faculty position as part of a comprehensive rationale. Those disciplines with critical needs will be prioritized – please include evidence supporting such needs in your proposal. We do not anticipate being able to increase the total number of positions over what is currently budgeted. Retirements that are official by December 2022 will count towards the total faculty hires for this cycle.

Attached you will find the forms used to request faculty positions. The intention of this form is to ensure currency and to allow each department to state its request and rationale for need as clearly as possible. Retirement is one of the factors that can be included in the justification for replacement of a position but does not guarantee the position will be replaced. Please use only the attached form in your request for positions for the 2023-24 year, and **submit the completed form, via email, to Laura Martinez (lmartinez@mtsac.edu) in the Office of Instruction by October 10, 2022.** Requests with outdated forms will be returned.

In developing your request please review the minimum qualifications as stated in the [16th Edition Handbook: Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) so that the requirements for the proposal for the position is aligned with the state established minimum qualifications. Local departmental equivalencies are no longer utilized (individual applicants will be considered for equivalencies where appropriate). While the position justification may be related specifically to a need in an area of specialization, the title of the position should be the general title that reflects the discipline, for example, Librarian rather than Collection Development Librarian.

In preparation for the Spring hiring season, we encourage faculty to attend EEO training this fall which will allow you to serve on future hiring committees. Please check the POD calendar to find a date that fits your schedule.

Faculty, please inform Deans and Division Offices of your intent to submit a Request for Faculty Position once the department has determined there is a critical need. Division staff are being asked to provide the Argos reports to support requests and will need time to run the reports. Reports will be saved in a OneDrive folder. The link to this folder will be shared with divisions and department chairs by the Office of Instruction. Please note, department chairs will NOT need to retrieve the Argos reports, as the full reports will not need to be attached to requests as previously required.

To assist you in preparing your request Roger and Kelly will provide Informational Sessions on *Monday, September 26, 11:00 a.m. – 12:00 p.m.* and *Friday, September 30, 9:00 – 10:00 a.m.*, via Zoom ID 898 9302 3300. Pre-registration is not needed. If you are not able to make the Informational Session and have questions about the form or the process for considering requests, please feel free to contact either Roger or Kelly.