



Request for Faculty Position

(to be completed by the Department)

		Date of Request:	_____
Position Title:	_____	Effective Date:	_____
Division:	Select Division _____	Department:	_____
Discipline or Program of Requested Hire:		_____	

1. Is this a Categorically funded position? Yes ☐ No ☐ If yes, please see page 3 for additional questions.
2. Is this request one of the following:
☐ Replacement Position for Failed Search Within the 20/21 Academic Year ☐ Replacement Position for Failed Probation Within the 20/21 Academic Year
3. Select One:
☐ 10 month ☐ 11 month ☐ 12 month
4. ☐ **Check here if you are requesting a position such as a Counselor, Librarian, or Noncredit faculty member with significant responsibilities outside of the classroom. You may also skip questions 5-7 and provide additional information in box #11 on page 2.**
5. **ASSIGNMENT:** The requested position will have the following first year assignment for fall and spring terms:

Course ID	Course Title	# of Sections

6. **EQUITY INFORMATION** – *To obtain the equity information, please visit this "[Course Success and Retention Dashboard](#)," which may be accessed using your Mt. SAC SSO. Questions on how to navigate the data or interpret the data may be directed to Research & Institutional Effectiveness at research@mtsac.edu.*

- a. What equity gaps in student success or access to programs and/or services have been identified based on disaggregation of data by ethnicity, age, gender, sexual orientation, homeless status, educational goal, course modality, full versus part time status, etc.? (Please refer to this answer as you address the next question.) (150-word limit.)

b. In what ways is the department or program working to close equity gaps for students and how might the addition of a new faculty member impact this work? (350-word limit.)

7. **PROGRAM QUANTITATIVE DATA** for the following semesters:

Summer/Fall/Winter/Spring of 2019, 2020, 2021, 2022

Division Offices please upload Argos Report #s: SIR0005, SIR0006, SIR0007, and SIR0008 to OneDrive (access provided via email).

All answers should be for the **DISCIPLINE**, not the department. ** Percentages should be of the whole for that term. **

19/20 Terms	2019 Summer	2019 Fall	2020 Winter	2020 Spring
# Full-time Faculty (FTF) (A)				
# Part-time Faculty (PTF) (B)				
LHE taught by FTF as part of load (C)				
% of LHE taught by FTF as part of load (D)				
LHE taught by FTF as Overload (E)				
% of LHE taught by FTF as Overload (F)				
LHE taught by PTF (G)				
% of LHE taught by PTF (H)				
Total LHE of reassigned time in the discipline (I)				
Total LHE (Column C+E+G)				

20/21 Terms	2020 Summer	2020 Fall	2021 Winter	2021 Spring
# Full-time Faculty (FTF) (A)				
# Part-time Faculty (PTF) (B)				
LHE taught by FTF as part of load (C)				
% of LHE taught by FTF as part of load (D)				
LHE taught by FTF as Overload (E)				
% of LHE taught by FTF as Overload (F)				
LHE taught by PTF (G)				
% of LHE taught by PTF (H)				
Total LHE of reassigned time in the discipline (I)				
Total LHE (Column C+E+G)				

21/22 Terms	2021 Summer	2021 Fall	2022 Winter	2022 Spring
# Full-time Faculty (FTF) (A)				
# Part-time Faculty (PTF) (B)				
LHE taught by FTF as part of load (C)				
% of LHE taught by FTF as part of load (D)				
LHE taught by FTF as Overload (E)				
% of LHE taught by FTF as Overload (F)				
LHE taught by PTF (G)				
% of LHE taught by PTF (H)				
Total LHE of reassigned time in the discipline (I)				
Total LHE (Column C+E+G)				

8. List any other data source(s): _____
9. Number of FT faculty members in the department teaching in other disciplines: _____
10. Discipline: _____ FT Faculty load in that discipline _____ vs. requested hire _____.
11. The new faculty will teach the following courses (check all that apply) and provide details in Rationale (#12) on page 3:
- ☐ Courses that are program requirements for a degree or certificate ☐ Courses required by Title IX
- ☐ Courses in the discipline that no others are qualified to teach
12. Primarily Non-Teaching Assignments: *Instruction Team requested this information be listed first. Senate was agreeable.*

For counselor, librarian, noncredit faculty, or coaching requests, add a description about the main focus of work and duties of the position that differ from the traditional, classroom teaching assignment. Specify the estimated number of students to be served/guided/coached/advised/counseled on a weekly basis. (400-word limit)

For other faculty, please include specific unique expectations of this position. (150-word limit)

13. **Rationale:**

Please provide rationale for the need to fill this position. Please include the following, if applicable: (500-word limit)

- A. Funding source and duration of funding (e.g., ongoing categorical, limited grant funding with end date, restrictions on funding source):
- B. Focus of position/assignment:
- C. New position or additional position?
- D. Support provided by special funds or college funds (facilities, operational budget)
- E. Impact on the position on the College's Faculty Obligation Number (FON):

14. **Categorical/Restricted Funding:**

If this request is to be funded with categorical or restricted funds, please describe:

- A. Commitment and duration (i.e., Title V, 5 years) of the funding source:
- B. Scope of Services:
- C. Its impact upon college resources, funding, facilities, programs, or students:
- D. Does this position impact the College's FON in the current year or future years?

If there are other requests from the **discipline**, how is this requested position ranked? _____ of _____

If there are other requests from the **department**, how is this requested position ranked? _____ of _____

Division Ranking: _____ of _____

Request reviewed at division meeting on (date): _____

Department Chair(s) Name: _____ Date: _____

Signature(s) _____

Division Dean/Associate Dean Name: _____ Date: _____

Signature: _____