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MEMORANDUM

Date: August 23, 2019

To: Department Chairs and Division Deans

From: Richard Mahon, Vice President, Instruction
Chisato Uyeki, Academic Senate President

Re: Timeline to Request Faculty Positions for 2020-21

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.

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 2020-21 year, and **submit the completed form to Laura Martinez in the Office of Instruction by September 30, 2019.** Requests with outdated forms will be returned.

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The College funds a certain number of faculty positions each year in accordance with State regulations, and 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, but it will be important to establish broad-based evidence to support the need for a faculty position as part of a comprehensive rationale.

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In developing your request, it is recommended that departments examine their minimum qualifications and equivalencies, so that the requirements for the requested position are aligned with the local requirements in the discipline. While the 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. Any changes to the equivalency should also be submitted, in September, to the Equivalency Committee.

In preparation for the Spring hiring season, this semester is a convenient time for you to attend EEO training, which will allow you to serve on hiring committees. Please check the POD calendar to find a date that fits your schedule.

To assist you in preparing your request Chisa and Richard will provide Informational Sessions on Tuesday, September 3, 4:30-5:30p, 4-2440 and Wednesday, September 4, 8:00-9:00a, 4-2440. There is no need to RSVP, please feel free to stop by to get your questions answered. 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 speak to either Chisa or Richard.

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RETIREMENT NOT GUARANTEED (SEE AMAC NOTES)¶
ORIENTATION



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: _____

- Is this a Categorically funded position? Yes ☐ No ☐ If yes, please see page 3 for additional questions.
- Is this request one of the following:

☐ Replacement Position for Failed Search Within the 18/19 Academic Year

☐ Replacement Position for Failed Probation Within the 18/19 Academic Year
- Select One:

☐ 10 month
 ☐ 11 month
 ☐ 12 month
- ☐ **Check here if requesting a faculty position in academic and support services (such as a Counselor, Librarian, Noncredit, etc.) with significant responsibilities outside of the classroom, you may skip questions 5-7, and provide additional information in Box #11 on Page 2.**
- ASSIGNMENT:** The requested position will have the following first year assignment for fall and spring terms:

Course ID	Course Title	# of Sections

- PROGRAM QUANTITATIVE DATA** for the following semesters:
 Summer/Fall/Winter/Spring of 2016, 2017, 2018, 2019
 Attach Argos Report #s: SIR0005, SIR0006, SIR0007, and SIR0008

All answers should be for the **DISCIPLINE**, not the department. ** Please DO NOT use percentages **

2016/17 Terms	# Full-time Faculty (FTF) (A)	# Part-time Faculty (PTF) (B)	LHE taught by FTF as part of load (C)	LHE taught by FTF as Overload (D)	LHE taught by PTF (E)	Total LHE of reassigned time in the discipline (F)	Total LHE (Column C +D+E)
2016 Summer							
2016 Fall							
2017 Winter							
2017 Spring							

2017/18 Terms	# Full-time Faculty (FTF) (A)	# Part-time Faculty (PTF) (B)	LHE taught by FTF as part of load (C)	LHE taught by FTF as Overload (D)	LHE taught by PTF (E)	Total LHE of reassigned time in the discipline (F)	Total LHE (Column C +D+E)
2017 Summer							
2017 Fall							
2018 Winter							
2018 Spring							

2018/19 Terms	# Full-time Faculty (FTF) (A)	# Part-time Faculty (PTF) (B)	LHE taught by FTF as part of load (C)	LHE taught by FTF as Overload (D)	LHE taught by PTF (E)	Total LHE of reassigned time in the discipline (F)	Total LHE (Column C +D+E)
2018 Summer							
2018 Fall							
2019 Winter							
2019 Spring							

7. List any other data source(s): _____

8. Number of FT faculty members in the department teaching in other disciplines: _____

9. Discipline: _____ FT Faculty load in that discipline _____ vs. requested hire _____.

10. 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

11. Primarily Non-Teaching Assignments: *Instruction Team requested this information be listed first. Senate was agreeable.*

Counselors, Librarians, Noncredit faculty, and Coaching requests add a description of the position's expected duties that are above and beyond those duties required in a traditional teaching assignment, e.g., coordinator of a program, etc. Please include information related to number of students met with and noncredit FTEs generated. (400-word limit)

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

12. Rationale:

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

- A. Adverse affect(s) of not hiring this position;
- B. Impact on the number of sections offered;
- C. Availability of adjunct faculty;
- D. How many faculty have retired/been reassigned/transferred from your discipline within the last 5 years;
- E. Fulltime faculty hires in the last 5 years;
- F. Please include fill rate information specific to the courses listed on page one, or for the discipline.

13. 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, and/or students:
- D. Does this position impact the College's Faculty Obligation Number (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: _____