Probationary Position Prioritization Process (PPPP)

PPPP will be performed annually by the Department Chairs Caucus in September and October for recommendation to EPC for approval and recommendation to the Academic Senate for action by the first meeting in December. Academic Affairs will calculate the anticipated Faculty Obligation Number (through June of the following year) by the end of the Fall semester so departments can hold their interviews during the Spring semester.

The Office of Institutional Effectiveness will generate a list of departments who automatically qualify to request a Probationary Hire, based on subsection f of Article 33 of the AFT faculty contract which states: “The following criteria should be considered by the Faculty Position Hiring Prioritization Committee or its equivalent (and ultimately by the College President) in making replacement and new faculty position decisions: f. assignments in a discipline where the load consistently staffed by adjunct faculty for more than three years exceeds one full time position.” For replacement positions other than emergency hires, the most recent EPC chronological separation list will be used to identify those replacement positions.

A secondary group, not meeting the requirement of more than three years (as stated in subsection f), will use the Probationary Position Request Form Part 1 to identify a discipline in which there is, or is projected to be, a load of more than one full time position in that discipline at the start of the next Academic year.

Departments that qualify will submit the Probationary Position Request Form Part 2 to the Caucus.

The Department Chairs Caucus will use the Prioritization Rating Form to produce the Prioritized list.

Once the list has been approved by the EPC (with input from the IDWG Deans) and the Academic Senate, it will be submitted to the College President as the official recommendation of the Senate. If the President decides to alter the list, a written explanation will be submitted to the Academic Senate.
Probationary Position Request Part 1

This form is to be completed by all disciplines requesting a full-time faculty position. Disciplines with a load consistently staffed by an adjunct faculty for more than three years exceeding one full time position will complete Section 1 and automatically qualify. Disciplines that do not automatically qualify will complete Section 2, and if a majority of the committee feels the position is justified, it will qualify for prioritization.

Program_____________________
Department____________________
Discipline_____________________
Chair_____________________
Date_____________________

Section 1
Has the discipline had a load consistently staffed by faculty other than regular or probationary for more than three years exceeding one full time position? Explain as necessary. (Is the position due to a separation or is it growth? How many years has the department exceeded one FTE for this position?)

Section 2
If the discipline has not had a load consistently staffed by faculty (other than regular or probationary teaching their regular load) for more than three years exceeding one full time position, explain how you anticipate a load of more than one full time position in the discipline by the start of the next academic year.

If this is a growth position, has it been requested through an Annual Unit Plan? Does the position satisfy such needs as (a) accreditation, (b) Title 5 compliance, (c) sustained increased demand, and (d) linkages to college priorities, the Strategic Plan or the Educational Master Plan?
Probationary Position Request Part 2

This form is to be completed by those disciplines that completed the Probationary Position Request Part 1 and were approved for faculty prioritization.

Program________________________
Department________________________
Discipline________________________
Chair________________________
Date________________________

PROGRAM NEEDS
What courses will the new faculty member teach in a typical semester? How do these courses relate to your degree, certificates or general education? What other program needs (including non-teaching contractual duties) will be satisfied as a result of this hire? If the position is non-teaching, describe the work the faculty member would do.

ENROLLMENT
Describe how this position is justified through enrollment trends. Discuss enrollment data (FTES/FTEF) both in the entire discipline and in the courses the new faculty member would teach. For replacement positions, include data from one year prior to separation to the present. For growth positions, include data for the past three years. If your department is non-teaching, list the number of students served in the department as a whole and in the specific area the new faculty member would work. For example, campus enrollment trends can be used as an indicator for non-teaching departments such as Counseling and Library.

FINANCIAL RESOURCES
Describe any additional financial resources that would be required in hiring this new faculty member beyond replacement faculty salary. Include such elements as (a) additional classes that need to be added to complete the full-time load, (b) resources to support those additional classes, and (c) office space and other resources to support the faculty member.

STAFFING NEEDS
List the number of full time faculty hours and part time faculty hours (including full-timers teaching hourly) taught in your department this current semester. If your department is non-teaching, provide your Title 5 FTES/FTEF ratio.
Approved by the Chairs Caucus on Jan 24, 2012 and EPC on Feb 1, 2012

**Prioritization Rating Form**

This form is to be used by the faculty position prioritization committee (Chairs Caucus) to prioritize all approved faculty positions.

<table>
<thead>
<tr>
<th>Deciding factor</th>
<th>Rating</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of time without replacement</td>
<td>0.5 point for each completed semester (Fall/Winter or Spring/Summer)</td>
<td></td>
</tr>
<tr>
<td>Program needs</td>
<td>2=position is vital to program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1=position is important to program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0=position is not essential to program</td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td>1= enrollment trends justify the position</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0= enrollment trends do not justify the position</td>
<td></td>
</tr>
<tr>
<td>Financial resources beyond replacement faculty salary$^1$</td>
<td>1= position results in no significant additional costs to the campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0= position results in significant additional costs to the campus</td>
<td></td>
</tr>
<tr>
<td>Staffing Needs</td>
<td>2=discipline FT/PT hours ratio is below 50/50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1= discipline FT/PT hours ratio is at or above 50/50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0=discipline FT/PT hours ratio is at or above 75/25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2=Title 5 ratio is 50% or below</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1=Title 5 ratio is 51-75%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0= Title 5 ratio is above 75%</td>
<td></td>
</tr>
</tbody>
</table>

$^1$ In general, a growth position=0 and a replacement position=1

$^2$ Positions are prioritized based on the aggregate total divided by the number of people who rated the position. Ties are broken by length of time without replacement.