Requesting a FT Faculty Hire

Tentative Timeline

- Distribute Form (Mid-Sep)

- Distribute Data (Late-Sep)

- Collaborate with department faculty and deans (Late Sep)

- Requests complete (Early-Oct)

- Score requests (Late Oct or Early Nov)

- Submit prioritization to Administration (Late Oct or Early Nov)

- Administration in consultation with AS President decides which positions to post (possibly in two batches depending on the circumstances) (Mid-November)

- AS urges Administration and District Office to post positions promptly (Mid-November)

Instructions and Form on Canvas

- Self-enroll using this link:

  https://rsccd.instructure.com/enroll/LDWKGR

- Includes a video walk-through for dept chairs

- Includes tips for senior senators

Dashboard

AS Faculty Hiring

AS Faculty Hiring

Home

Assignments

Discussions

Grades

People

Pages

Files

Adobe Creative Cloud

To request a new full-time faculty hire in your discipline, download the [Faculty Hiring Request Form](#) ↓ and fill in the requested information. Then [upload the completed form](#).

Below are resources to help with completing the form.

- **[Faculty Hiring Request Form](#)** ↓
- **[Subject/Course Data](#)** ↓
- [Instructions for the Form](#)
- **[Submit the Form](#)**
- [Contact Hour Worksheet](#)
- [Tips and Information for Senior Senators Ranking Requests](#)
- [Questions and Answers](#)

Video Walk-through for Dept Chairs
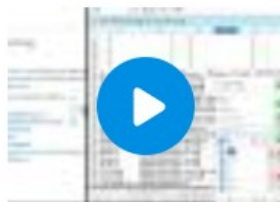
Steps for Dept Chairs

Santa Ana College Full-Time Faculty Hiring Request

The following information will be used by the Academic Senate to assist in the prioritization of faculty hiring requests.

Section 1: Position Information ⓘ

Department:

Discipline of proposed new faculty:

Subject(s) or courses new faculty would be eligible to teach:

Position title (e.g. Assistant Professor of English, DSPS Coordinator):

Job description (brief description of responsibilities) [max 300 char]:

Section 2: Background Information (?)

Briefly explain the context or history for hiring additional full time faculty for this position. List the goals in your Program Review or other institutional planning related to this request. Elaborate on whether the position is to cover current courses or a program expansion. (Note: Any evidence of the need for the position should be in the Qualitative and Other Factors box, not here.) [max 600 char]

View All Pages

Home

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

BigBlueButton
(Formerly
Conferences)

Collaborations

Chat

Adobe Creative
Cloud

Office 365

Faculty Hiring Priorities

To request a new full-time faculty hire in your discipline, download the Faculty Hiring Request Form ↓ and fill in the requested information. Then upload the completed form.

Below are resources to help with completing the form.

- **Faculty Hiring Request Form** ↓
- **Subject/Course Data** ↓
- Instructions for the Form
- **Submit the Form**
- Contact Hour Worksheet
- Tips and Information for Senior Senators Ranking Requests
- Questions and Answers

Video Walk-through for Dept Chairs

Account

Dashboard

Courses

Calendar

Inbox

History

Starfish

Wellness Central

Term Description	Department	Subject	LOAD - PT/PTT	PT Percentage	Approximate FTES by PT
Fall 2019/Spring 2020	Occup Therapy	OTA	51.6	50.4%	69.9
Fall 2019/Spring 2020	Pharmacy Tech	PHAR	20.4	20.6%	10.7
Fall 2019/Spring 2020	Spch Lang Path	SLPA	19.7	55.6%	23.0
Fall 2019/Spring 2020	Welding Techno	WELD	12.8	13.4%	12.2
Fall 2019/Spring 2020	American Sign I	ASL	15	13.0%	16.2
Fall 2019/Spring 2020	Anthropology	ANTH	48	57.1%	66.0
Fall 2019/Spring 2020	Chinese	CHNS	10	100.0%	8.5
Fall 2019/Spring 2020	Economics	ECON	45	48.4%	55.4
Fall 2019/Spring 2020	English	ENGL	520.6	44.9%	447.7
Fall 2019/Spring 2020	English for Multi	EMLS	3	2.9%	2.5

PT Faculty Load (?)

Add the values from the column labeled PT Load for the Fall and Spring semesters of last year for the subject and/or courses identified in Section 1. This represents the total load for two semesters taught by part-time faculty.

LOAD - PT/PTT

☐ LHE

Percentage of Load Taught by PT (?)

Using the percentages listed in the column labeled PT Percentage, average the percentages for the Fall and Spring semesters of last year. This represents the percentage of load (LHE) taught by part-time faculty. If the position is eligible to teach particular courses, contact the Academic Senate for direction on how to calculate this percentage manually using other columns.

PT Percentage

☐ %

FTES Taught by PT (?)

Add the values from the column labeled Approx FTES by PT for the Fall and Spring semesters of last year. This represents the number of students (measured in FTES) taught by part-time faculty for two semesters. If the position is eligible to teach particular courses or multiple subjects, add the values from the appropriate rows and enter the total here.

FTES by PT

☐ FTES

View All Pages

Front Page

Faculty Hiring Priorities

To request a new full-time faculty hire in your discipline, download the <u>Faculty Hiring Request Form</u> ↓ and fill in the requested information. Then <u>upload the completed form</u>.

Below are resources to help with completing the form.

- **<u>Faculty Hiring Request Form</u>** ↓
- **<u>Subject/Course Data</u>** ↓
- <u>Instructions for the Form</u>
- **<u>Submit the Form</u>**
- <u>Contact Hour Worksheet</u>
- <u>Tips and Information for Senior Senators Ranking Requests</u>
- <u>Questions and Answers</u>

Video Walk-through for Dept Chairs

Faculty Hiring Request

Re-submit Assignment

Due   Oct 30 by 5pm   **Points**   20   **Submitting**   a file upload
File Types   doc, docx, pdf, jpg, jpeg, and png

To request a new full-time faculty hire in your discipline, download the [Faculty Hiring Request Form](#) 📄 and fill in the requested information. Then upload the completed form on this page.

File Upload   Google Doc   Studio   Dropbox   Google Drive

More

Upload a file, or choose a file you've already uploaded.

File: Browse...   No file selected.

﹢ Add Another File

Click here to find a file you've already uploaded

Comments...

Cancel   Submit Assignment

Steps for Senior Senators

Preparing for the Ranking Meeting

- Using the Faculty Hiring Request list, click on each of the requests that was submitted

- For each request, click on the PDF link or click on View Feedback to view and optionally save/print the pdf.

- If your division has submitted requests, please be prepared to give an overview of the position. It's usually helpful to check-in with the department chair who submitted the request.

- Plan to take notes during the meeting including the scores you will later give to each request. A Prioritization Worksheet Download Prioritization Worksheet is available for your notes.

During the Ranking Meeting

During the meeting, there will be verbal instructions on how senators can score each hiring request. Below is an overview.

- Click on the Faculty Hiring Request Scoring List

- For each request, click on the name of the discipline that corresponds to the request being discussed in the meeting

- To view the request, click on the PDF link or click on View Feedback...

During the Ranking Meeting

- Click on Show Rubric (although it's not a rubric)

- After the discussion, enter a score.

- Write down the score your gave next to the name of the request along with any notes that may help you compare it to other requests. A Prioritization Worksheet is available for your notes.

- Return to the Faculty Hiring Request Scoring List and repeat the steps above for each request

- # Creating the final ranking list

- After all the requests have been discussed and scored, the scores will be averaged by request

- Department chairs will be able to see their average score

- The final sorted list will be displayed and discussed for approval by the senior senators

Tentative Timeline

- Distribute Form (Mid-Sep)

- Distribute Data (Late-Sep)

- Collaborate with department faculty and deans (Late Sep)

- Requests complete (Early-Oct)

- Score requests (Late Oct or Early Nov)

- Submit prioritization to Administration (Late Oct or Early Nov)

- Administration in consultation with AS President decides which positions to post (possibly in two batches depending on the circumstances) (Mid-November)

- AS urges Administration and District Office to post positions promptly (Mid-November)

Next Steps

- Departments decide whether to submit a request
- Dept chairs self-enroll

  https://rsccd.instructure.com/enroll/LDWKGR

- Dept chairs review video walk-through
- Senators remind dept chairs of deadlines and provide support