

# 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 (one sentence description of responsibilities):

## Section 2: Narrative ?

Explain the need for and advantages of hiring additional full time faculty for this position. List the goals in your Program Review or other institutional planning that justify this request. Also, explain the value of the additional faculty to the program and the institution as a whole. Elaborate on whether the position is to cover current courses or a program expansion.

## Section 3: Discipline Metrics for the Previous Year ?

Use the Faculty Hiring Priorities Spreadsheet to find the three metrics below. Use only the previous Fall and Spring semesters. If the position would be eligible to teach all courses in a subject, find the row for that subject in the spreadsheet and record the values below. If the position would be eligible to teach particular courses or a combination of subjects and courses (matching the response in Section 1), total those rows appropriately.

## 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.

<b>LOAD - PT/PTT</b> <input type="text"/> LHE
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## 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.

<b>PT Percentage</b> <input type="text"/> %
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## 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.

<b>FTES by PT</b> <input type="text"/> FTES
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## Sensitivity to Diversity (2<sup>nd</sup> Minimum Qualification)



Describe how the department plans to address the “2<sup>nd</sup> Minimum Qualification” (“a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students” Ed Code 87360) in various stages of hiring including recruiting, the job announcement, screening, interviews and selection.

## Qualitative and Other Factors



Describe any qualitative or other factors that are not represented in the metrics above, e.g. contact hours, trends in the metrics, department needs, strategic value of program development, coordination needs, employment data and other information from regional consortia, advisory committees, or other outside entities. Also explain any variances from the instructions above and whether any full-time faculty were hired or separated since the Spring census date.