SANTA ANA COLLEGE FACULTY HIRING REQUEST

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

Department:	
Number of Positions Being Requested:	
Position Title *(e.g. Faculty, Coordinator, Coach):*	
Job Description: Brief one sentence description of responsibilities.	

- **SECTION 1: NARRATIVE**

List the goals in your Program Review that justify this request. Also, explain the value to the program and the institution as a whole. Elaborate on whether the position is to cover current courses or a program expansion. Use additional pages as necessary.

Goals:

_____
_____
_____
_____
_____

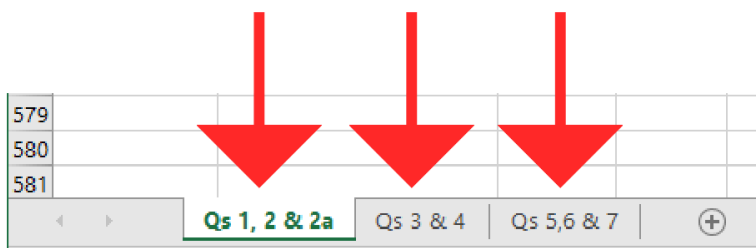- **SECTION 2: HISTORY OF THE REQUEST**

Is the request a replacement or a new position?	
If the request is a replacement, when did the vacancy occur?	
What is the name of the faculty member being replaced?	

- **SECTION 3: DEPARTMENT INFORMATION FOR 2018-2019**

    (Fall 2018 & Spring 2019 data ONLY, to be pulled from the provided DATA SHEET)

    Select your department in each sheet to view selective department data.

Navigate the Sheets using the labeled tabs found in the lower left corner of the data file.

-

Q1. What is the Full-time Equivalent Students **(FTES)** generated by the department for Fall 2018 & Spring 2019 terms combined?

See Sheet "Qs 1,2&2a" column Q1.

_____

Q2. What is the Full-time Equivalent Faculty **(FTEF)** of the department for Fall 2018 & Spring 2019 terms combined?

See Sheet "Qs 1,2&2a" column Q2.

_____

Q2a. **FTES/FTEF total.**

See Sheet "Qs 1,2&2a" column Q2a.

_____

Q3. How many full-time faculty were in the department?

See Sheet "Qs 3&4" column Q3: divide the value in the green shaded cell by 2.

_____

Q3a. How many full-time faculty were hired since Spring 2019 census date?

_____

Q4. How many part-time faculty were in the department?

See Sheet "Qs 3&4" column Q4: divide the value in the green shaded cell by 2.

_____

Q5. What is the Full-time faculty load? How many LHE are taught by all full-time faculty?

See the Sheet called "Qs 5, 6 & 7" column "Question 5". Total LHE taught by all full-time faculty in the department for Fall 2018 & Spring 2019 terms combined.

_____

Q6. What is the part-time faculty load? How many LHE are taught by part-time faculty?

See the Sheet called "Qs 5, 6 & 7" column "Question 6". Total LHE taught by all full-time faculty in the department for Fall 2018 & Spring 2019 terms combined.

_____

Q7. How much overload is taught by department faculty?

See the Sheet called "Qs 5, 6 & 7" column "Question 7". Total overload LHE's from all full-time faculty for Fall 2018 and Spring 2019 terms combined.

_____

RATIONALE: Provide a brief rationale as to why the department/division has sufficient LHE to support an additional faculty member:
_____
_____
_____
_____