



Contract Faculty Hiring Prioritization Committee

Proposed Update to Hiring Priority Spreadsheet



What Does This Committee Do?

We prioritize the need for contract faculty position hires.

From the Governance Handbook:

This Committee will use an Academic Senate-approved process to review all of the requests, apply the approved rubric, and develop a prioritized list annually. The Committee will also determine a process to manage positions that have been vacated for any reason.



What Does This Committee Do?

- This committee does **not** control:
 - The timing of when classes and student services are offered during the academic year
 - The assignment of faculty to particular courses, offices, or managers
 - Additional temporary assignments faculty may take on after they have been hired
 - What work must be performed by faculty in particular disciplines



The Committee's Prioritization Process

- A qualitative component

Is this position mandated by program-level accreditation? If so, please summarize.

Does this position support a new program or student service area approved to be published in the college catalog? If so, which one?

What evidence exists that this position meets transfer, industry, or special student population needs?

Please attach specific evidence or citation such as:

- LMI data (occupational data or COE study)
- Major preparation articulation agreement
- Major-specific transfer volume
- Legislated requirement
- Documented equity gap
- Relevant PREDD data



The Committee's Prioritization Process

- A qualitative component
- A quantitative component ("the Spreadsheet")



Goals of the Spreadsheet

- Objective – uses data available to everyone
- Comprehensive – includes all courses and services that have contract faculty
- Responsive – immediately updatable when situation changes (e.g. retirement)
- Equitable – integrates all disciplines, including nonclassroom



Goals of the Spreadsheet

- Objective – uses data available to everyone
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Organizing by Discipline

- We are required to hire by discipline (not department or subject area), so the list and spreadsheet need to be organized by discipline

What is the discipline of the proposed new position?

Visit <https://www.asccc.org/disciplines-list> for the list of authorized disciplines

- What is a discipline?



2017 HANDBOOK

Minimum Qualifications for Faculty and Administrators in California Community Colleges

California Community Colleges Chancellor's Office | Eloy Ortiz Oakley, Chancellor
Academic Affairs Division | Pamela D. Walker, Ed.D., Vice Chancellor

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate's Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Building Codes and Regulations (Inspecting of construction, building codes, contractor training)			X		46
Building Maintenance			X		46
Business	X				20
Business Education	X				20
Business Machine Technology			X		46
Cabinet Making			X		46
Cardiovascular Technology			X		47
Carpentry			X		47
Ceramic Technology			X		47
Chemistry	X				21
Chicano Studies	X				21
Child Development/Early Childhood Education	X				21

DISCIPLINE AND AREAS	Paraphrased CCR Citation	MINIMUM QUALIFICATIONS	CEC / CCR Code
Biological Sciences		Master's in any biological science OR Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science OR the equivalent.	
Business		Master's in business, business management, business administration, accountancy, finance, marketing or business education OR Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LL.B. degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent.	



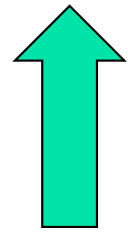
Organizing by Discipline

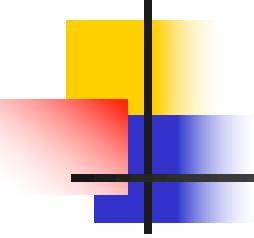
- What is not a discipline?
 - A four-letter subject area
 - A TOP code
 - A subspecialty within a subject area
- Other irritating facts
 - We collect data by four-letter subject area; not by discipline
 - Some courses are assigned to more than one discipline
 - Some faculty teach in more than one discipline

Big Picture - What do we measure?

**What helps
to show need?**

- **Total work** done in the discipline (measured by assigned subject area FTEF)
- Number of **contract faculty** assigned to the discipline

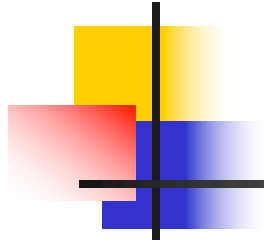




Big Picture - What does the spreadsheet calculate?

- % of total work done by adjunct or overload
(Higher = more “need” for contract faculty)
- Volume of work available to be done by new contract hires
(Higher = more “room” for contract faculty)

NEW!



Look at spreadsheet output and rules



Big Picture - What makes this fair and equitable?

- **All work** that is permanently associated with a discipline is included
- **All contract faculty** are consistently included in the correct disciplines



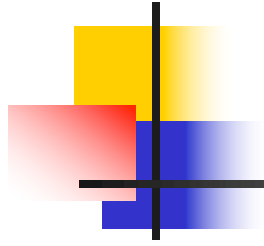
Fairness Issues – Measurement of Work

Fairness Issue	Proposed Solution
Averaging FTEF for fall and spring (not summer or intersession) results in inaccurate measurement of total work	Use total FTEF for previous one or two academic years
Some permanent discipline-specific work is not counted in the spreadsheet	Permanent discipline-specific work (e.g. program director assignments) will be credited to the appropriate subject area FTEF; all other loads (e.g. curriculum chair; department chair; AS positions; special projects and initiatives) will not



Fairness Issues – Measurement of Faculty

Current Issue	Proposed Solution
Some disciplines have a contract faculty member but less than a full load of work	Faculty that were originally hired into a discipline that now has less than a 1.0 load of work will be credited with the total load of their hiring discipline; the remainder of the faculty's 1.0 load will be credited to one other discipline that is part of their normal assignment
Some faculty members are not consistently included in the spreadsheet	All faculty are permanently listed under the discipline they were hired into



Look at spreadsheet output and rules