

Quantitative Data Spreadsheet Rules

1	All courses must be assigned to one and only one subject area (enforced by district)	Current rule
2	FTEF measurements will be an average of the previous fall and spring assignments only (summer and intersession not included; counselors and librarians treated as 10 month not 11 or 12 month)	Current rule
2A	FTEF measurements will be the total of the previous [one or two] academic years	Proposed
3	FTEF from courses not eligible to be taught by Miramar College contract faculty (i.e. inservice courses) will not be included in the spreadsheet	Current rule
4	All subject areas must be assigned to a discipline associated with an existing or newly proposed faculty member, even if courses in the subject area are assigned to different disciplines	Current rule
5	When a position is proposed for a discipline without an existing faculty member, the vacant discipline will be listed on the spreadsheet and at least one subject area will be assigned to the vacant discipline (moved from the existing discipline assignment to the new proposed discipline if necessary)	Proposed
6	When multiple positions are proposed for the same discipline, the second proposed position will be treated as if the first proposed position had been hired, and so on	Current rule
7	All faculty must be assigned to the discipline they were hired into, even if they have FSAs in multiple disciplines	Current rule (exceptions have been made)
8	Faculty who were hired into a position requiring minimum quals in two disciplines (as verified on the hiring document) will be assigned proportionally to each of the two disciplines they were hired into	Proposed
9	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	Proposed
10	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	Proposed