

## Contract Faculty Hiring Priority List Procedures

**Approved 12/7/2022**

These procedures were approved by the CFHP Committee

The A.S. needs to formally review and approve them (PM, 2/3/23)

### Replacement Positions

1. Existing positions that are vacated for any reason (including mandated positions) may be recommended by the department to the appropriate VP through their managers and then the President for automatic replacement with faculty members in the same discipline.
2. Departments must request automatic replacement by the President within the semester of vacancy. If the department does not desire to replace the position or does not request replacement within the semester of the position becoming vacated, or if the request for automatic replacement is denied, the position will be added to the number of available new positions and will be filled according to the rankings.

### New Positions

1. New positions are proposed by departments following the procedures for requesting a new position during the Spring semester using the [Full-Time Faculty Request Form](#).
2. New positions are ranked by the voting members of the Contract Faculty Hiring Prioritization Committee (CFHPC) using the outlined process and rubric (to be linked here when completed).
3. If a department decides not to hire the position they were awarded, the position will automatically go to the next ranked position on the list.
4. New positions are removed from the ranked list when they are filled.
5. For new positions approved for hire, but not filled before the next year's ranked list is created (i.e. failed search), a status report shall be provided in the same semester to the CFHPC.
6. 20% of all new positions will be awarded to General Counseling up until they reach 15 full-time faculty.

### Scoring Proposals

1. Voting members of the CFHPC will independently score each submitted hiring proposal using the Senate-approved Rubric (to be linked here when completed).
2. Scoring will not be anonymous, and scores will be visible to committee members.
3. All voting members will score all submissions ensuring each submittal gets the same number of reviewers.
4. The Chair of the CFHPC will compile the scores and generate the ranked list of positions. The list shall be presented to the committee and approved by the voting members.

**Miramar College Contract Faculty Hiring Prioritization Committee  
Fall 2022 to Spring 2023 Process for 2023-24 Positions  
Procedures for Requesting New Faculty Positions**

**Submission of Faculty Request Forms**

1. An announcement that includes the [Full-Time Faculty Request Form](#), the Contract Faculty Hiring Priority List Procedures, and a timeline will be sent to the college community by a posted deadline.
2. A [Full-Time Faculty Request Form](#) must be submitted to the CFHPC Chair no later than 5:00 pm on the posted deadline.
3. The data set for each position requested will be sent to the requesting Division Dean and Department Chair in a reasonable timeframe for the process.

**The Full Time Faculty Hiring Prioritization Process**

1. Submit [Full-Time Faculty Request Form](#) to the CFHPC Chair.
2. Committee meets to review process and to receive access to the [Full-Time Faculty Request Forms](#) from the CFHPC Chair for scoring.
3. Proposals reviewed by CFHPC voting members and scored using the rubric (link here when completed).
4. Score sheets returned to CFHPC Chair for tallying.
5. Prioritized Hiring List presented to the CFHPC.
6. CFHPC Chair presents Prioritized Hiring List to the Academic Senate as an informational item.
7. CFHPC Chair presents Prioritized Hiring List to the College Council for approval.
8. CFHPC Chair presents Prioritized Hiring List to the College President for final approval.
9. The College President finalizes the ranked list. If the final list is different from the CFHPC recommendations, the President will communicate to the Academic Senate President the reason for the change.

KP

12.12.22