**Approved by CFHPC May 2022**

Full-Time Faculty Request Form

Questions:

If you are requesting multiple positions, revise the data in your responses for all subsequent positions. That is, provide a clear rationale for the first position, and for subsequent positions, assume you have received the previous position and adjust the data and provide additional rationale accordingly.

1. **FTEF/Enrollment/Services**
	1. Your discipline/unit has been provided with workload data. How does the provided workload data support your request for the faculty position (e.g. meaningful trends)?
	2. For counselor and librarian requests: Provide additional data to demonstrate how workload has changed over a five-year period **and the discrepancies between the counselor/student ratios within SDCCD and the ratios suggested at the state level**

Workload Change (Classroom: FTES/FTEF; Counseling: FTES/FTEF assigned to Counseling)

1. Student Information (Note: Counselors and librarians, please answer 2b; all others answer 2a)
	1. Your discipline/unit has been provided with student data.
		1. For disciplines with no certificates or degrees offered (e.g., ESL), provide the unduplicated number of students enrolled in the discipline per year for the past three years and the percent of successful completion (a grade of “C” or better or “Pass”). How does this data support your request for the faculty position?
		2. For disciplines with certificates and/or degrees offered:
			1. Provide the unduplicated number of students enrolled in the discipline per year for the past three years and the percent of successful completion (a grade of “C” or better or “Pass”). How does this data support your request for the faculty position?
			2. Provide number of students with declared majors in each program and the number of degrees and certificates awarded in each program. How does this data support your request for the faculty position?
	2. For counselors and librarians:
		1. Provide data indicating the number of students served per year for the past three years. Attach documentation to this request form. (use Student Contact Hours)
2. Full Time / Part Time (Note: Counselors, answer 3b; all others answer 3a. Everyone answer 3c & 3d)
	1. Your discipline has been provided with data regarding full-time and part-time positions.
		1. Enter data from the spreadsheet (Full-time/Part-time ratio, # of 1.0 and 1.4 loads available)
	2. Counseling: Enter FTEF allocated to Counseling (Full-time FTEF and Adjunct/Overload FTEF) for the previous five years to demonstrate changes or trends
	3. How will the full-time / part-time faculty ratio change with this new position?
	4. How will this new position impact your discipline/unit?

1. Replacement History

Using the data provided, list the number of faculty separations over the last 5 years as well as the faculty hiring over the past 5 years. Please explain the history of hiring and its impact on the discipline. Committee members will consider the history of faculty hiring over the timeframe provided.

1. Reduced Offerings

Will the offerings in your discipline / unit face significant reduction if a full-time faculty member is not hired? What classes and/or services will have to be eliminated. **Counseling**: ~~How many contact hours will be reduced if a full-time faculty is not hired? Please explain.~~  What will be the impacts on students and the college if a full-time faculty is not hired?

1. Zero – to One-Person Discipline

Is this a currently recognized discipline/unit with only one or no full-time faculty in either the 2020-2021 and/or 2021/2022 academic years? Describe the qualitative and quantitative impact to the discipline.

1. Criteria Not Covered