

Contract Faculty Hiring Prioritization Committee Minutes

November 6, 2025, 2:00 pm – 3:30 pm, Room M-108

Chair: Mary Kjartanson

Approved: 12/4/2025

Members Present: Mary Kjartanson (*non-voting, proxy for Lowe*), Michael Odu, Adrian Gonzales, Jordan Omens, Randy Claros, Mary Hart (*proxy for Palma-Sanft*), Ryan Monroy, Kandice Brandt

Members Absent: Andrew Lowe, Lisa Muñoz, Mara Palma-Sanft

Classified Support: Sharilyn Wilson

- A. Call to Order: Meeting called to order at 2:01pm by Chair Kjartanson.
- B. Approval of Agenda: Omens/Odu
- C. Approval of Minutes from [October 16, 2025](#): Omens/Odu
- D. Old Business
 1. Contract Faculty Position(s) Update (Odu)
 - VP Odu announced one available instructional faculty position resulting from a retirement (Discipline: Spanish).
 - The Department & School have decided they do not have a need to fill the position in the discipline at this time, so the position has been released to the Contract Faculty Hiring Process.
 - The next instructional position on the [2025-2026 Prioritization List](#) is a Personal Growth faculty.
 - Chair Kjartanson will present the list at the next College Council. Once approved there, it will go to the President for final approval and then recruitment can begin.
- E. New Business
 1. Contract Faculty Priority List Procedure Review (Kjartanson)
 - Timeline & Expiration Dates for the Priority List
 - The previous list had a sunset date of June 30, 2025, which meant there was no list in place between that date and October 16, 2025, when the new list was approved.
 - The Committee now needs to decide whether the list should have an expiration date each year, or if an approved list should remain in effect until a new list is approved. This decision should be

clearly noted in the [Contract Faculty Hiring Priority List Procedures](#) to prevent any future confusion.

- The Committee discussed the pros and cons of each approach. Considerations included:
 - How does the list relate to the fiscal year and the Program Review cycle?
 - When do we typically find out if new positions are available?
 - If a given list expires in June, can the Committee vote to extend it until a new list is in place?
 - What was the intent of the Committee in previous years, and what precedent(s) were established?
 - Will Departments have an incentive to not create a new list if the previous one never expires? Will there be a tendency to stall if they're concerned about losing their position on the existing list?
- Odu motioned to establish a June 30th end date. Omens seconded.
- After further discussion, Odu amended his motion to establish a **December 31st** end date. The list established each fall semester will be in effect for the next full calendar year. Omens seconded.
 - Ayes: Odu, Omens, Hart (*as self and as proxy for Palma-Sanft*), Claros, Monroy, Gonzales, Kjartanson (*as proxy for Lowe*)
 - Nays: None
 - Abstain: Brandt
- **Motion Carries**
- Committee will list the expiration date on the list for clarity each year.
- Discussion of the [Contract Faculty Hiring Priority List Procedures](#) Document
 - Under "Replacement Positions", item #1, the document currently states that automatic replacement will take place within the **same discipline**. (e.g., a Spanish vacancy can not be replaced with a French faculty hire).
 - Odu mentioned that the original intent had been to limit the replacement to the **same department/area**, based on need.

However, he supported keeping the narrower “discipline” language.

- The Committee discussed the language and if they should consider changing it. Some members supported broadening the language, while others mentioned that departments with staffing needs should be going through the CFHPC process and getting ranked alongside everyone else. The Committee also discussed the role of Minimum Qualifications as they relate to defining disciplines.
- There are also nuances when considering Non-Classroom/Counseling Faculty. There are General Unit Counselors who work in specialized roles (Bachelors, etc.), and then there are separate departments that have their own counselors (Veterans, Transfer). As certain areas grow, they may break off from the General Unit and become their own Department. This also has created some confusion about how proposals related to Counseling are scored.
- At this time, the Committee declined to make any changes to the Replacement Positions language. However, the Committee did agree to add language to the Procedures document, clarifying that the spring semester should be dedicated to making any needed changes to the process, and the fall semester to making the list. Any and all changes to the process must be done in the spring. Processes cannot be changed in fall. Brandt and Kjartanson will draft proposed language to this effect to be voted on at the next meeting.

F. Announcements: None

G. Next Scheduled Meeting: [Thursday, December 4, 2025, 2:00-4:00pm, M-108](#)

H. Adjournment: Adjourned by consensus at 3:06pm