

Contract Faculty Hiring Prioritization Committee Minutes
December 4, 2025, 2:00 pm – 3:30 pm, Room M-108
Chair: Mary Kjartanson

APPROVED MARCH 5, 2026

Members Present: Mary Kjartanson (*non-voting*), Jordan Omens, Randy Claros, Mary Hart, Andrew Lowe, Lisa Muñoz, Mara Palma-Sanft, Kandice Brandt

Members Absent: Adrian Gonzales, Ryan Monroy, Michael Odu

Guests: Lou Ascione, Rebecca Bowers-Gentry, Max Moore

Classified Support: Sharilyn Wilson

- A. Call to Order: Meeting called to order at 2:06pm by Chair Kjartanson.
- B. Approval of Agenda: MSC Omens/Lowe (0-Nays; 0-Abstentions)
- C. Approval of Minutes from November 6, 2025: MSC Omens/Ascione (0-Nays; 0-Abstentions)
- D. Old Business
 1. Contract Faculty Position(s) Update (Kjartanson)
 - As mentioned at the previous meeting, a position became available (released from Liberal Arts – Spanish) and will be allocated to PERG per the current priority list.
 - No other updates.
 2. Contract Faculty Priority List Term Modifications Report (Kjartanson)
 - As a reminder, the current version of the list is good through December 31, 2026.
- E. New Business
 1. Process Modification Timeline for List Development (Kjartanson/Brandt)
 - The Committee reviewed and discussed proposed changes to the *Contract Faculty Hiring Prioritization List Procedures* document, including:
 - Adding a section called “Process Modification Timeline”, which delineates the annual deadlines for the committee to enact any changes to its internal procedures and forms.
 - Updating the section “The Full Time Faculty Hiring Prioritization Process” to clearly state that the finalized Prioritized Hiring List

developed each fall will remain in effect until December 31 of the following year

- MSC (Omens/Hart) to approve the above changes as presented. (0-Nays; 0-Abstentions)
- Continued discussion of “same discipline” language in the “Replacement Positions” section of the *Procedures* document. Topics included: the role of minimum qualifications, the original intent of this language, how Counseling/non-classroom positions are affected, and the range of department sizes (some are very small, others are large and encompass many disciplines – e.g. Business Dept.) No changes made to this language at this time.
- In spring 2026, the Committee will focus on fine-tuning the Full-Time Faculty Request Form and related rubrics to ensure ease of use and internal consistency.

F. Announcements: None

G. Next Scheduled Meeting: February 5, 2026

H. Adjournment: Adjourned by consensus at 3:00pm