

San Diego Miramar College
Contract Faculty Hiring Prioritization Committee
Prioritization Procedures
Approved: 05/07/2026

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. A discipline refers to an academic field or area of study that has a distinct body of knowledge, specific theories, established methodologies, and a community of scholars. A foundation for curriculum, disciplines provide the intellectual and structural foundation for college course offerings and major fields of study. Courses are assigned to disciplines based on their core content and the body of knowledge necessary to teach them. Disciplines are defined in the current Minimum Qualifications Handbook.
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 scoring rubrics.
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.

Process Modification Timeline

To ensure the timely and efficient completion of the annual Contract Faculty Hiring Prioritization process, any modifications or revisions to the procedures, including but not limited to the Full-Time Faculty Request Form, scoring rubrics, and evaluation criteria, must be finalized and approved no later than the end of the preceding spring semester (May 31). Proposed changes may be submitted by any committee member or relevant stakeholder; however:

1. Review and Approval Window:
All proposed process modifications will be reviewed, discussed, and—if approved—adopted during the spring semester, with final approval completed by May 15.
2. Effective Date of Changes:
Approved modifications will take effect the following fall semester and will apply to all requests and scoring conducted during that cycle.
3. Communication of Changes:
Any approved modifications will be shared with all relevant departments, deans, and committee members no later than May 31, ensuring adequate time for preparation before fall submissions open.

Scoring Proposals

1. Voting members of the CFHPC will independently score each submitted hiring proposal using the Senate-approved scoring rubrics.
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.

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.

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 **Full-Time Faculty Rubric/Score sheet** and **Non-Classroom Faculty Scoring Rubric**.
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 differs from the CFHPC recommendations, the College President will communicate to the Academic Senate President the reason for the change.
10. The finalized Prioritized Hiring List will remain in effect until December 31 of the following year.