Faculty (Contract) Hiring Committee
Co-Chairs: Paulette Hopkins and Mary Kjartanson
September 3, 2015
2:00-4:00 p.m., Rm. **L-309**

AGENDA

Strategic Goals

I. **Call to Order/Welcome**

II. **Approval of Agenda**

III. **Approval of Minutes**

IV. **Review Committee Charge and Membership**   **1-4**

V. **2014-2015 Positions List - Outcome**   **1,2**

VI. **Process (Criteria/Proposal/Presentations)**   **1,2**

VII. **Timeline**   **1,2**

VIII. **Adjournment**

San Diego Miramar College Fall 2013 – Spring 2019 Strategic Goals:
1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*

Faculty (Contract) Hiring Committee

Chair Eligibility – Co-Chairs: Same as Co-Chairs of Academic Affairs
Chair Election – designated by position held
Chair Term – Not Applicable
Committee Membership - Voting members consist of the voting members from Academic Affairs and the members of the Academic Senate Executive Committee.

Committee Goals:
> The committee will develop and prioritize a contract faculty hiring list annually.

Committee Procedures and Calendar:
> Committee will meet as per the following procedures to rank hiring priorities for all Contract Faculty Hiring.

The following timeline and procedures applies to the process of generating Contract Faculty Ranking Priority List to include all Contract Faculty employed at San Diego Miramar College.

General Procedures/ Please refer to the schedule below.

1. By the October meeting date, the Contract Faculty Hiring Committee will have reviewed and determined the ranking criteria, proposal and procedure to be used for that academic year.

2. Within one week after the October meeting date, each department will provide the proposed positions to the VPI's office in order to gather the necessary qualitative data for the Contract Faculty Hiring Proposal. The qualitative data will be provided by the VPI's office to the departments who requested the information within one week. Faculty Hiring Proposal must be completed and returned to the VPI's office one week after.

3. The co-chair of Faculty Hiring will work to shared the pre-filled data with each proposal's department Chair and area Dean or VPSS within two weeks after all the oral presentations have been heard at Contract Faculty Hiring Committee.

4. Within two weeks after all the oral presentation have been heard at Contract Faculty Hiring Committee, all the qualitative criteria scores must be submitted to the VPI's office for summation.

5. During the December meeting, the Contract Faculty Committee will meet to review the talley of all criteria for all positions and make a recommendation of the Contract Faculty Ranking Priority List to Academic Senate by their last meeting date of the semester. The ranking list prepared at the meeting remains effective until the next ranking meeting held during the Fall semester is determined.

6. Once the ranked list is determined, alterations may not be made to the list unless extenuating circumstances occur which were not present during this list establishment cycle. The committee shall determine and agree a situation is "extenuating" by a simple majority paper ballot vote.

7. Should extenuating circumstances occur, the CFHC will meet to discuss and determine with a 60% paper ballot vote whether or not to create a new list of positions not yet approved by the president of the college.

Additional Hiring Committee Policies

1. When a faculty transfers from another SDCCD college to San Diego Miramar College, the program/service area loses its similar position on the respective ranking list if such exists.

2. It is expected that the process of filling a vacant or new faculty position will begin as soon as possible following the approval of the president and district to proceed with the search process. If a department/program takes longer than one academic year to fill the vacant or new position, the delay alone will not result in that vacant or new position being assigned to another program on the priority list, either in the academic year in which the position was approved for hire or in the subsequent academic year. However, at the end of that subsequent academic year, the position's priority on the list will expire and must be resubmitted for consideration for the next hiring cycle. Chairs and Deans will be required to report to the Faculty Hiring Committee once per year on the hiring-process status of all new and vacant faculty positions.

#3. Each school can alter any position from one discipline within the school to a "Replacement" or "New Hire" position in another discipline with the mutual agreement of both program's faculty, the school faculty, the school dean and the Miramar College Faculty Hiring Committee.

Ranked Priority Faculty Hire List

Rank	Position	Score		Rank	Position	Score
1	ADJU	341		1	SOCS	Auto
2	AUTO	339		2	ADJU	341
3	ACCT	310		3	AUTO	339
4	MATH1	286		4	ACCT	310
5	PHYS	259		5	MATH1	286
6	ARTF	232		6	PHYS	259
7	COUN	222		7	ARTF	232
8	CISC	213		8	COUN	222
9	ESOL	208		9	CISC	213
10	PERG	190		10	ESOL	208
11	COMS	189		11	PERG	190
12	MATH2	182		12	COMS	189
13	LIBR	166		13	MATH2	182
14	ENGL	153		14	LIBR	166
15	MNHL	146		15	ENGL	153
16	BIOL	109		16	MNHL	146
17	CHEM	99		17	BIOL	109
18	NURS	76		18	CHEM	99
				19	NURS	76

Inventory of Board Approved C
They have a Position Control #

3 Types of Faculty Positions
  A) Funded and Filled
  B) Funded and Vacant
  C) Unfunded and Vacant

* Positions vacated prior to gaining
These vacated positions go to the

Approve Fall 2014

Rank	Position
1	SOCS
2	ADJU
3	AUTO
4	ACCT
5	MATH1
6	PHYS
7	ARTF
8	COUN
9	CISC
10	ESOL
11	PERG
12	COMS
13	MATH2
14	LIBR
15	ENGL
16	MNHL
17	BIOL
18	CHEM
19	NURS

Changed Feb 19th, 2015

Rank	Position
0	SOCS
1	LIBR
2	ADJU
3	AUTO
4	ACCT
5	MATH1
6	PHYS
7	ARTF
8	COUN
9	CISC
10	ESOL
11	PERG
12	COMS
13	MATH2
14	LIBR
15	ENGL
16	MNHL
17	BIOL
18	CHEM
19	NURS

Draft Contract Faculty Hiring Proposal 2015-2016

Instruction: Complete the sections below and briefly answer questions below. Prefilled data will be generated with the help of VP of Instruction's Office by October 2, 2015. Prefilled ranking will be shared with the committee on an agreed-upon date (October 15, 2015). Oral presentation will be made to the Faculty Hiring committee on the agreed-upon meeting dates (October 15, 2015).

- Proposed Faculty Position: _____

- List all of the Four letter Subject Areas that would be taught by this position:

  _____

- Department Chair: _____

- Area Dean: _____

1. What number is this position ranked in your School Priority list? (Pre-filled score)

2. Is this position needed to meet a state, federal, accreditation or licensing mandates?

3. Contract/Adjunct FTEF Ratio = (**Adjunct FTEF + Overload FTEF + Pro-Rata FTEF) – Reassign Time FTEF/Total FTEF** (Pre-filled score)
   - Sabbatical Replacement counted as Contract FTEF
   - Temporary leave counted as Contract FTEF

4. How does this position meet the needs of industry and/or the community? How will this position meet the need of your future students?

5. What are other significant factors or criteria which have not already been covered that may be impacting your program?

Oral Presentation: The total time allowed is five minutes: It is recommended by the committee to use **3** minutes for a presentation and **2** minutes for questions from the committee. Note: All Faculty Hire Committee members must be present for all proposal presentations.

Approved on _____

Faculty Hire Criteria – Draft 08/27/15

CRITERIA
2015-16

Filter 3 to 5 Proposals from School	School Priority (Program Review/Integrated Planning). Includes State, Federal, Accreditation or licensing mandates (SP goal 4)	Rank of School Priority based criteria deemed appropriate by School
	Criteria	**Score: 0, 1, 3, 4**
1*	Non-FT FTEF / FT FTEF: Please see below *(SP goal 2): 3 or 5 year history*	
2	Meets needs of industry, transfer and/or community (Future Students) (SP goal 4)	
3	Other Criteria not covered	

Formula: (Adjunct FTEF + Overload FTEF + Pro-Rata FTEF) – Reassign time/Total FTEF
*Counselor and Librarians to create separate equivalent standard.

Important Notes:
1. The system used by the School to rank their positions should be at the discretion of the School.
2. In order to give 'ranking to school's top 3 priorities, points will be awarded as follows:
   a. 1st Priority = 3 pts
   b. 2nd Priority = 2 pts
   c. 3rd Priority = 1 pts
   d. Any additional positions forwarded will have no points going into the criteria above.

3. The FTEF calculation for criteria # 1 should be listed as one of the state-wide disciplines, or at least be calculated per the four letter descriptor (e.g. AVIA, or BIOL, or MATH, or HIST) at our college.

4. For Counselors and Librarians, it has been suggested that there can be a separate yet equivalent criteria to the classroom faculty FTEF 'Formula". This should be generated by consultation with a recognized standard that is consistent with accreditation requirements.

5. The Formula used to calculate criteria #1 has been adjusted (Sept 18th, 2014) to account for Faculty FTEF Reassign time in the following way:

$$\frac{\text{(Adjunct FTEF + Overload FTEF + Pro-Rata FTEF) – Reassign time FTEF}}{\text{Total FTEF}}$$

DRAFT   **DRAFT**

Faculty Staffing
Fall 2015

Department/Program_____   **Request #**_____

School _____   **Dept Chair name** _____

Date _____   **Dean name**_____

#	Criteria	3	2	1	0	Weight or Multiplier	Points	Subtotal
1	New program *(SP goals ____)*							
2	State, Federal, Accreditation or licensing mandate *(SP goals ____)*							
3	Meets needs of industry and/or community *(SP goals ____)*							
4	Meets students' transfer needs *(SP goals ____)*							
5	FT/PT faculty ratio in the department and extent of FT faculty overload *(SP goals ____)*							
6	Availability and quality of adjuncts *(SP goals ____)*							
7	Productivity *(SP goals ____)*							
8	History of requests for this position, including rank order on prior year's list of recommended new faculty positions *(SP goals ____)*							
9	WSCH, FTES, fill rates, wait-list, and/or other student-demand data *(SP goals ____)*							
10	Student and faculty diversity within the department/program *(SP goals ____)*							
11	Support of college's Strategic Plan *(SP goals ____)*							
12	Support of college's Educational Master Plan *(SP goals ____)*							

BALLOT 2015-2016

FHC Member: Jane Doe   **Positions**

2015-2016 Faculty Position	Score	ACCT	ADJU	ARTF	PHYS	AUTO	BIOL	CHEM
School Priority Ranking (Pre-filled by Schools)	3, 2, 1 or 0	2	3	3	2	3	0	0
Adj/FT FTEF: (Pre-filled)	4, 3, 1 or 0	4	4	1	3	3	1	1
Meets Needs of Industry and/or Community.	4, 3, 1 or 0							
Other Significant Factors Impacting Program	4, 3, 1 or 0							
Total Points		6	7	4	5	6	1	1

Faculty Hiring Committee

Revised Proposal for Timeline to develop New Faculty Hire List
Fall 2015

<u>In order to meet the approval timelines for:</u>
Academic Senate (AS) Approval
College Executive Committee (CEC) Approval
College President's Approval

Task Completion	Date
① **Proposals Submitted and Prioritized by each School**	**Oct. 1**
② **Submit Proposal Form to Faculty Hire Co-Chairs**	**Oct. 8**
③ **Presentations to Faculty Hire Committee**	**Oct. 15** (FHC meeting)
④ **Voting for positions**	**Oct. 22** (4th Thursday)
⑤ **Tally Discussion Meeting (Special Meeting)**	**Oct. 29**
⑥ **List to Academic Senate Meeting for 1st Reading**	**Nov. 3**
⑦ **Approval at AS Meeting: 2nd Reading**	**Nov. 17**
⑧ **Approval at CEC Meeting**	***Dec. 1** (Nov. 25 - TG Holiday)

*Dec. 1 is current deadline for College Presidential approval.