

Faculty Staffing: New Criteria—Automatic Refill of Positions

All identified position vacancies will be reviewed by an ad hoc committee composed of the college Faculty Staffing Committee Chair, the college Academic Senate President, and the District's Vice Chancellor Educational Planning and Services. This committee will determine if a particular position should be filled automatically following the process identified below.

Process

Position vacancies identified as of September 1 will be reviewed by the ad hoc committee to determine if these positions meet Criteria 1 or 2 below. If such is the case, the positions will be categorized as "automatic replacements" and the District can begin the replacement process. Positions that do not meet Criteria 1 or 2 will then be reviewed by the ad hoc committee to determine if they meet Criteria 3 or 4. If the committee determines that the positions meet Criteria 3 or 4, the District can begin the replacement process. If a position does not meet one of the four (4) criteria, it will be forwarded to the college's Faculty Staffing Committee to be considered with requested new positions.

Positions vacated after September 1 and before Board meeting at which positions are approved for hire will be reviewed by the ad hoc committee, as they arise, to determine if the positions should be refilled.

If a position becomes vacant and a Dean, in consultation with program faculty, provides rationale to not refill the position, the vacancy will be reviewed by the ad hoc committee to validate the rationale supporting this request.

Criteria to Classify a Position as an Automatic Refill

1. The position is vacated within 2 years of initial hire
2. Enrollment is stable or student/faculty ratio for Counseling is appropriate –
 - WSCH/FTEF of 525 or more within the program for the last three (3) years
 - Position is needed to maintain a counselor/student ratio of 1 to 1,000
3. There is a demonstrated need for the program –
 - Classes generally have a wait list
 - The job market for program graduates is strong
 - Program provides foundation courses for most college programs
 - Program provides required courses for many transfer and/or vocational majors
4. The program or service is in good standing and loss of teaching faculty, counselor, or librarian would leave it with no full-time faculty leadership –
 - Program has equipment or facilities that must be maintained and/or updated and no staff is in place to do it
 - There are a significant number of adjunct faculty who benefit from a full-time person in the program
 - Accreditation requires a full-time faculty member in the program

5/3/07

Approved by Academic Senate 5/10/07