

Yuba Community College District

Memorandum

TO: Instructional and Student Services Deans

FROM: Paul Mendoza, President
David Rubiales, Academic Senate President
Larry Michel, Curriculum Committee Co-Chair
Leslie Williams, Chair, Faculty Staffing Committee

DATE: September 11, 2007

SUBJECT: Request for Full-time Academic Employee Positions for 2008 - 2009

The College needs to begin the process to select the faculty positions to be hired for the 2008 – 2009 academic year. Please begin meeting with your faculty to review and confirm staffing needs for both replacement and new positions. Needed positions should be put forth regardless of funding source. The “Process and Timeline” are attached.

A faculty staffing needs list, submitted **unranked** by a Yuba College division or by campus for the Clear Lake Campus, with ten (10) copies of each position request (“Request for Full-Time Academic Employee Position” form - attached) and all support documentation attached, should be forwarded to this office for distribution to the Faculty Staffing Committee by **October 12, 2007**. Attached documentation should include a copy of the portion of the most recent program review or annual update that identifies and provides justification for the particular position that is needed. If the need for the position surfaced after the completion of the review, please indicate this and attach appropriate documentation to support the request. Please contact Dr. Lowe’s office if you need assistance with providing program review documentation. The Educational Master Plan Needs Analysis also may be used to support the justification for a position request, particularly for non-teaching areas that have not as yet been included in the program review cycle.

Cc: Nicki Harrington
Willard Wright
Alan Lowe
Al Alt
Kevin Trutna
College Council Chairs
Clear Lake Site Council Chairs