

REQUEST FOR FULL-TIME ACADEMIC EMPLOYEE POSITION

JOB TITLE: _____ REQUESTED BY: _____

DIVISION/AREA/SITE: _____ DATE: _____

REPLACEMENT _____ NEW _____ FOR SEMESTER/YEAR: _____

1. PROPOSED ASSIGNMENT – List yearly teaching assignment or list major tasks.
(For a replacement position, list previous and proposed assignment).

Previous Assignment:

Proposed Assignment:

- 2a. Teaching Faculty: (1) Provide WSCH/FTEF figures by year for program for previous three Academic Years; (2) Provide FTES figures by year for program for previous three Academic Years (The information can be obtained from the annual “Yuba Community College District Instructor Load/FTEF/WSCH/FTES Report.”)
- 2b. Non-teaching faculty (counselors, librarians, learning skills coordinator, DSPS faculty, etc.). Include data appropriate to position; for example, ratios for library staff are recommended by the Association for Educational Communications and Technology and the Association of Colleges and Research Libraries or appropriate recommended ratios for Counselors. Attach Documentation and Load Ratios for the last three years.
3. # Full-time FTEF in discipline _____
4. # Adjunct Faculty FTEF in discipline _____
- 5a. Does this position require that the faculty member possess a state or national license? _____
- 5 b. Can an adjunct faculty member with the appropriate license or certification staff the position? _____

PLEASE LIMIT THE ANSWERS TO THE FOLLOWING QUESTIONS TO TWO (2) PAGES.

6. Provide any additional information relative to WSCH/FTEF and/or students served that should be considered.

7. Provide information on the availability of qualified adjunct faculty to fill sections offered.
8. Please describe how the program for which this position is requested relates to or supports other programs in the district. Be specific and do not philosophize.
9. What college goals does this program meet and will the filling of this position help or enhance YCCD to accomplish these college goals?
10. How is this request supported by past program reviews, program review updates, and other data/studies? Be specific.
11. For a replacement position, please explain the consequences of not replacing the position.
12. For new positions only, will adding this position replace existing adjunct faculty or will adding the position increase the number of sections or classes offered and increase the number of students in the program? Please explain.
13. Please address any other compelling reasons for this position that are not addressed above.
14. Optional, but recommended – provide a job description for the position listing Essential Duties.

Revised 9/11/07