CAÑADA COLLEGE
OFFICE OF INSTRUCTION

Guidelines and Criteria for Recommending Fulltime Faculty
and Permanent Classified Positions

PROCESS

The process for recommending fulltime faculty and permanent classified positions is a collaborative one grounded in the shared governance process. The process starts with departmental faculty and staff who identify the need for a position. Division deans, working with individual departments, the Division Council, and the division as a whole, bring together and set priorities for these requests. The prioritized requests are formally presented by the deans at an Instruction Council meeting followed by questions and discussion. No action is taken at this meeting.

In some cases, recommendations for positions will come from other than departmental faculty, especially when a new program is involved. Whenever possible, such recommendations should be discussed by the appropriate division before presentation to the Instruction Council meeting.

At the next Instruction Council, the Vice President of Instruction presents a recommendation for the overall priority for positions. A similar process is followed in Student Services for the identification of permanent positions in that unit.

Recommendations for positions are presented by the Vice Presidents of Instruction and Student Services, at the Budget and Planning Committee. This committee is comprised of the College Council Chair, Academic Senate President, Classified Senate President, Associated Students representative, and Vice Presidents of Student Services and Instruction, with the Budget Officer and College President as <u>ex officio</u> members.   The Committee makes overall recommendations to the College President. The final decisions lies with the President.

The President's final hiring decisions are shared with the College Council and communicated to divisions.

TIMELINE

	ACTIVITY	*COMPLETE BY*
1.	Department and division discussions; Division Councils set priorities	Last Friday in September
2.	Deans present requests to the Instruction Council	First Instruction Council meeting in October
3.	VPI presents recommendation for overall priorities to Instruction Council	Second Instruction Council meeting in October
4.	Discussion at College Budget and Planning Committee; recommendation to President	End of October
5.	President presents final list to College Council	First College Council meeting in November
6.	Job announcements prepared by deans and submitted to VPs	Immediately after College Council meeting
7.	Job announcements to District for advertising and recruitment	Mid-November
8.	Positions close	End of second week in February
9.	Screening committees complete work and recommend finalists	End of second week in April
10.	Finalists interviewed and positions offered	End of second week in May

CRITERIA

Each position forwarded needs to have a written justification, succinct and comprehensive, addressing the following criteria. The justifications should be prepared collaboratively by faculty and their dean. The Office of Instruction will provide quantitative data as needed. It should be understood that each discipline is unique with differing needs and demands. Therefore, the criteria described below may not fit all positions equally. Proposers should feel free to describe any special issues or constraints not included in the list below.

A. The relationship of the position to the College's mission and goals.

- How does this position contribute to the department and division's needs and to the College's overall direction?
- What unmet needs (department, students, community, University Center initiative, etc.) will this position address?
- How will this position assist the College in improving the quality of programs?
- How will the position enhance the retention and/or recruitment of students to the department and/or to the College?

B. Historical quantitative data to support the request.

- The Program's FTES, FTE, and load (WSCH/FTE)
- Number of fulltime faculty
- Number of parttime faculty
- Ratio of fulltime to part-time FTE
- Program enrollments and enrollment trends

C. Other programmatic need

- Availability of part-time faculty
- Need for specialized knowledge or training
- Over reliance on short-term classified hourly
- Program development needs
- Program maintenance needs

D. Program Review Information

- What recommendations were made for staffing when this program underwent Program Review? If none, please explain.
- Are there any other recommendations in the Program Review which may be relevant to this request?