

## **Cañada College**

### **Guidelines for Recommending Full-Time Tenure-Track Faculty Hires**

#### **PROCESS**

While the process for recommending fulltime, tenure track faculty is a collaborative one grounded in the shared governance process, the primary responsibility for developing hiring requests lies with Cañada College faculty.

#### **Department**

The process starts with departmental faculty and staff who identify the need for a position. In some cases, recommendations for positions will come from other than departmental faculty, especially when a new program is being considered or there are no full-time faculty in a discipline to develop a proposal. Justifications will be reviewed by the dean for completeness. (Participants: faculty, staff, dean, community)

#### **Division**

Division deans, working with their divisions, bring together and affirm or defer requests for further work.

(Participants: all division faculty, staff, and dean)

#### **Instruction Student Services Council (ISCC)**

The requests are formally presented by the deans at an Instruction/Student Services Council meeting followed by discussion. From this discussion the Council will develop a prioritized list of fully justified requests which is accompanied by completed rubrics and rational behind prioritization. (Participants: VPI, VPSS, division deans, for the purposes of this meeting, the President of the Academic Senate will be a fully participating member of body in discussions, consensus building and the prioritization process.)

#### **Planning & Budget Committee**

The fully justified and prioritized list of request is presented by the Vice Presidents of Instruction and Student Services, at the Planning & Budget Committee. Using current fiscal information, the Planning & Budget Committee makes overall recommendations on the number of positions to the College Council as well as a recommended prioritization.

(Participants: College Council Co-Chairs, Academic Senate President, AFT rep, Classified Senate President, CSEA rep, two Associated Students representatives, VPSS, VPI, with the College President, Budget Officer, and Researcher as ex-officio members.)

#### **College Council**

College Council reviews the prioritized list and makes a recommendation to the President. College Council members represent all members of the Cañada community and are obliged to report all activities to their respective constituencies.

(Participants: Chair ...)

#### **The President**

All hiring decisions lie with the President. The President's final hiring decisions are shared with the College Council. If the President's decisions vary from the recommended

positions, he/she will formally present to the College Council the rationale behind his or her final decision.

**RUBRIC FOR USE IN DEVELOPING PROPOSALS AND EVALUATING THEM AT THE DEPARTMENT AND DIVISION LEVEL.**

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 although each criterion must be addressed. Proposers should feel free to describe any special issues or constraints not included below.

A. The Department/Discipline

Fully Met	Partially Met	Not Met	Questions to Consider:
			Current program review document on file
			Current bi-annual pr documents on file
			How does this position contribute to the Department/Discipline?
			What recommendations were made for staffing when this program underwent Program Review? If none, please explain.
			Need for specialized knowledge or training
			Extraordinary program development needs
			Extraordinary program maintenance needs
			Proposal is well written and complete
			Are there any other recommendations in the Program Review which may be relevant to this request?

B. How the position helps to meet the College's mission and goals.

Fully Met	Partially Met	Not Met	Questions to Consider:
			How does this position contribute to the College's mission, vision and values?
			What unmet needs (students, community, etc.) will this position address?
			How will the position enhance the retention and/or recruitment of students to the Department and/or to the College?

C. Historical quantitative data to support the request. [Include section from Bi-Annual Program Review Report]

Fully Met	Partially Met	Not Met	Questions to Consider:
			The Program's FTES, FTE, and load (WSCH/FTE)
			Number of full time faculty
			Number of part time faculty
			Ratio of fulltime to part-time FTE
			Program enrollments and enrollment trends

**RUBRIC FOR INSTRUCTION STUDENT SERVICES COUNCIL DISCUSSION**

A. Department level considerations

Fully met	Partially met	Not met	Questions to Consider:

B. Division level considerations

Fully met	Partially met	Not met	Questions to Consider:

C. Institution level considerations

Fully met	Partially met	Not met	Questions to Consider:

D. Future institutional needs

Fully met	Partially met	Not met	Questions to Consider:

**TIMELINE FOR DEVELOPMENT PROPOSALS AND HIRING DECISIONS**

Insert timeline here.

Additional Issues to be addressed:

- Timely delivery of data to faculty
- Assistance for part timers
- 75:25 rule
- Mid-cycle decisions
- Cañada's budget cycle

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