

**Cañada College**  
**Process and Criteria for Recommending Full-Time Tenure-Track**  
**Faculty Hires to the College President**

**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 begins 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 members in a discipline to develop a proposal. In these cases a dean or vice president may bring a position forward after consultation with faculty within related disciplines or the whole division. Justifications will be reviewed by the dean for completeness. (Participants: faculty, staff, dean, community)

Division

Division deans, during a meeting of the full division, affirm justifications or refer them back to the initiating faculty for further work. (Participants: all division faculty, staff, and dean)

Academic Senate Governing Council

Division reps will present a summary of each proposal being forwarded from their division. This discussion will be advisory to the Senate President and Curriculum Committee Chair to guide their participation with ISSC.

Instruction Student Services Council (ISSC)

All requests are formally presented by the deans at an Instruction/Student Services Council meeting followed by discussion. From this discussion the ISSC will develop a prioritized list of fully justified requests, accompanied by the rationale behind the prioritization. (Participants: VPI, VPSS, division deans, the President of the Academic Senate, and Curriculum Committee Chair. For the purposes of this meeting, the President of the Academic Senate and Curriculum Committee Chair will be fully participating members in discussions, consensus building, and the prioritization process.)

Planning & Budget Committee

The fully justified requests and prioritized list is presented by the President of the Academic Senate to 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 any comments on the recommended prioritization. (Participants: Co-Chairs: Academic Senate President & Classified Senate President. Members: College Council Co-Chairs, AFT rep, CSEA rep, two Associated Students representatives, VPSS, VPI. College President, Budget Officer, and Researcher are 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: 5 full-time faculty members, 1 part-time faculty member, 6 classified senate members, 6 students, 2 administrators, College President; ex-officio, Academic Senate President; ex-officio)

### 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.

### **CIRTERIA 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. Recommended maximum length is 10 pages. The justifications should be prepared collaboratively by faculty members 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

1. Is there a current program review document requesting a new position?
2. Is there a need for specialized knowledge or training beyond the minimum qualifications for the position?
3. Are there extraordinary program development needs?
4. Are there extraordinary program maintenance needs?
5. Do you have enough full and part time faculty members to support a comprehensive program? Provide evidence.
6. Would you consider reducing your part time faculty load to create a full time position?

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

1. How is the request in line with the goals of the strategic plan?
2. What unmet needs will this position address (student, district, community)?
3. How will this position enhance retention or produce college wide growth?

#### C. Five year historical quantitative data to support the request. [Include relevant sections from the Bi-Annual Program Review Report]

1. WSCH, FTES, FTE, and Load for the Department, full time/part time fac. ratio.
2. Number and availability of part-time faculty
3. Program enrollment trends
4. For non instructional programs include relevant appropriate data.

**CRITERIA USED DURING THE INSTRUCTION STUDENT SERVICES  
COUNCIL DISCUSSION AND FACULTY REPRESENTATIVES**

ISSC will focus on the criteria addressed by the departments and divisions in the outline above maintaining a college-wide perspective.

**TIMELINE FOR DEVELOPMENT PROPOSALS AND HIRING DECISIONS**

Sept 1 – 30	Faculty identifies positions and develops rationales.
Oct 1 – 15	Divisions meet to discuss proposals and validate positions important to the Division.
Oct 1 – 30	Planning and Budget Committee meets with Business Officer to determine the number of positions that can be funded
Oct 16 - 30	Academic Senate Governing Council meets to review all proposals.
Nov 1 – 15	ISSC meets to discuss proposals forwarded from divisions and prioritizes positions
Nov 15 - 30	Planning and Budget Committee reviews and affirms prioritization as presented by Senate President and makes recommendation to College Council.
Dec 1 - 15	College Council meets to consider recommendation from ISSC and Planning and Budget Committee and makes recommendation to President
Dec 15 - 30	President considers recommendations from College Council and directs deans to prepare Personnel Requisition Forms for all positions to be hired
Jan 10 – 30	Deans work with Academic Senate to identify Screening committees and develop job announcements
Jan 30 – Feb 30	Hiring announcements are posted at District
Mar 1 – Apr 15	Committees screen applicants and identify finalists
Apr 15 – 30	President, appropriate Vice President and hiring committee conduct final interviews and select new faculty member.