

# **MOORPARK COLLEGE**

## **Faculty Prioritization Assumptions, Criteria, and Ground Rules**

Approved by Academic Senate Date: October 21, 2025

### **Assumptions for Prioritization**

- I. The prioritization result serves as a recommendation to the President. If the President chooses to deviate from the order of the prioritization list, it is agreed that the President will discuss the decision with both the Academic Senate Council and the Deans Council.
- II. When a vacancy occurs due to retirement or resignation, there is no automatic replacement of that position in the same department. In the event of an unanticipated retirement or resignation, the President will make the decision whether to replace that full-time position immediately, or whether to use those funds to open the next position on the priority list.
- III. List of faculty priorities does not carry over from one year to the next. This process will generate a new list each year in the fall in preparation for early advertisement in the spring. A one-year extension may be granted in the following situations:
  - A position cannot be filled for reasons other than a change in program needs (e.g. lack of adequate candidate pool)
  - A position was opened contingent on funding, have completed the screening process, and finalists have been named by the President.
- IV. In order to provide a balance between classroom and non-classroom faculty, within the priorities a ratio of at least 1 non-classroom faculty position to every 10 classroom faculty (hired) will be honored in non-classroom faculty positions that have been proposed.
- V. Positions that are legally mandated (e.g., for accreditation) will not be in the prioritization queue, and will be automatically filled based on need.
- VI. Positions that will be funded from 100% restricted general fund (categorical) sources will not be placed in the prioritization queue; they will instead be presented for information only to the Joint Council.

### **Objective: Auto Populated Criteria for Prioritization**

Note: These are not listed in order of importance; the following criteria are auto populated. Voting members cannot change these fields. Rubric designations are included within square brackets.

- 1) The Full-time to Part-time ratio of hours for faculty teaching the classes. [Objective 1]

- 2) Fill rate (excluding dual enrollment courses). [Objective 2]
- 3) There have been recent retirements or other departures from the discipline.[Objective 3]

### **Subjective: Manually Populated Criteria for Prioritization**

Note: These are not listed in order of importance; the following criteria are manually populated by the voting members. Rubric designations are included within square brackets.

- 4) Discipline needs. [Subjective 1]
- 5) Demand for a program is projected to increase, based on current program growth (e.g. FTES), increasing need in the community and workforce, and/or greater opportunities for transfer of courses to other colleges. [Subjective 2]
- 6) Unique considerations: Any other unique considerations including: those mentioned by the college president, I.D.E.A.A (Inclusion, Diversity, Equity, Anti-Racism, Accessibility), program plans related to college mission, college-wide needs, failed adjunct hires or trouble retraining adjuncts, special retirements, and strategic directions. [Subjective 3]

The members of both Councils entered this process fully aware that hiring full-time faculty is among the most important decisions we make, one that impacts the college both immediately and in the years to come.

### **Ground Rules for Discussion**

- We represent the interest of the college community as a whole. It is our expectation that decisions will be made based primarily on campus-wide needs and opportunities.
- Everyone has reviewed all relevant materials, thus no presentation or reading of program plans will be done by the co-chairs of the Prioritization Meeting.
  - The scoring rubric is integrated into the ranking/voting process.
- We spend a total of three minutes for discussion of each discipline request; we are allowed a maximum of six minutes for multiple requests within a discipline. A draft ballot sheet including times for discussion will be sent for review before the Prioritization Meeting. Any faculty member may present a faculty request – but may not vote unless they are members of the Academic Senate Council. Non-voting presenters will have the option of presenting virtually.
- When we present or discuss a program request we will make no reference to any other program requests, either for or against.
- In the case of an unavoidable absence, alternates may vote on our behalf, as ratified by the AS Council or approved by the VP for Academic Affairs as appropriate. For departments with only one faculty member, we may pick an alternate from another department.
- If a last-minute emergency occurs, in a time frame that does not allow an alternate to prepare sufficiently, we may submit an absentee ballot provided we do so in time to be counted with everyone else's vote.

- Members must be present throughout the Joint Council meeting in order to be eligible to vote. Technological issues will not disqualify a member from voting.

### **Voting Details**

- Voting members:
  - Senate Council: Voting members of Senate Council (one per department/area); and
  - Deans Council: Vice President of Academic Affairs, Vice President of Student Support, and all Deans of Student Learning (Assistant Deans are excluded from voting)
- All voting will be performed by electronic ballots. Electronic ballots will be automatically tallied in a SharePoint document accessible to the Academic Senate President and Academic Senate Secretary. Paper ballots are to be used in the case of a technical emergency and handed to a Senate Officer.
  - Name must be entered on the ballot to comply with the Brown Act
  - Contact phone number included on ballot for possible follow-up
  - Ranking: High (5), Medium (3), Low (1)
- All ballots are to be submitted at the conclusion of the Prioritization Meeting