

**CRITERIA FOR USE IN DEVELOPING PROPOSALS FOR FACULTY HIRES**

IPC/SSPC criteria for hiring faculty include a well written/presented proposal based on the current annual planning document with data and rationale that include the following:

**A. Department/Discipline/Program Criteria**

1. Identify current Comprehensive Program Review (in cycle) and current Annual Program Plan documents with position need and justification in the annual plan.
2. Identify specialized knowledge (area expertise) or training needed for the discipline/program.
3. Identify extraordinary program development and/or needs (for example: are there laboratory oversight, industry connections, student mentoring, etc.).
4. Describe PT/FT faculty needs for the discipline/program.
5. Describe any future economic, community or governmental initiatives/mandates this proposal is addressing.
6. Describe any budgetary implications of the proposal.

**B. College Mission and Goals Criteria**

1. Explain how the request supports the goals of the college strategic plan. Make sure to specifically address the strategic directions in the Educational Master Plan for the college (note: when document is finished, this will be hyperlinked).
2. What unmet needs will this position address (student, district, community)?
3. How will this position enhance retention and student success?
4. Describe how the position supports a pathway to student educational goal completion (certificate and/or degree) or GE transfer certification.

**C.**  **Historical data criteria supporting request.**

1. Discuss Department/Discipline/Program enrollment and student service trends the proposal addresses.