

Hiring Prioritization

Faculty hiring prioritization is a key process aimed at strengthening our college, engaging our community needs and fostering student success.

The hiring prioritization process described below draws on past practices and accounts for the current governance structure and participation across constituent groups. Because hiring prioritization cannot be reduced to one rubric, the process will be multi-faceted, and decision-making will consider qualitative and quantitative data from program review, legal mandates, and student educational goals that come from large and small programs across transfer, technical education, academic services and basic skills areas. This process also relies on collegial consultation with the Academic Senate.

The following process also aims to incentivize faculty to formally announce their impending retirements by September 30 to be effective the following year, so that the best pools of applicants can be sought by the district. While not a guarantee that a specific position will be filled, early retirement announcement would guarantee that a position would remain in the division in the hiring prioritization process.

Hiring Prioritization Process Task Force:

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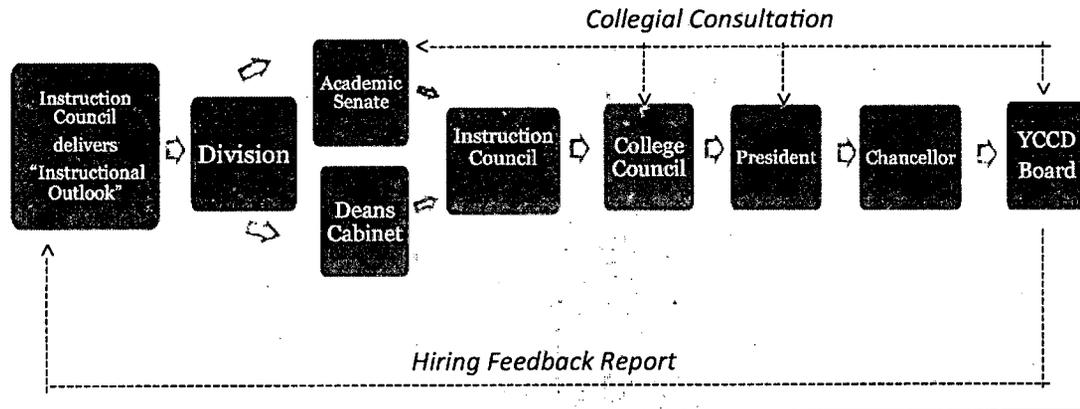
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Hiring Prioritization Process:



- 1) Early in the year, the Instruction Council provides an Instructional Outlook report that outlines the guiding principles, goals, and opportunities for college instruction for the year. This report would affirm college goals and give a sense of the educational (or instructional) landscape.
- 2) Replacement positions. When faculty formally announce their retirement by September 30, to be effective before the end of the academic year, divisions may submit a replacement position application to the Instruction Council by mid-October. A replacement application may also be submitted in the event of an untimely death or medical exigency during the previous academic year. The application consists of a Faculty Hire Proposal Form accompanied by all applicable quantitative data, qualitative information, program review, and any other necessary documentation. Divisions will use participatory governance processes, including program review, for prioritizing replacement positions. The advantage of this process is that *all* replacement positions will remain in their respective divisions and the lead time can result in a strong applicant pool.
- 3) Growth positions. By mid-October, divisions will meet and construct a prioritized list of growth faculty hires for their division through their participatory governance process and reliance on program review. Positions that are not retirement replacements will be forwarded from the division to the Instruction Council with a Faculty Hire Proposal Form accompanied by all applicable quantitative data, qualitative information, program review, and any other necessary documentation. These hire proposals will be considered growth positions.

- 4) Once divisions have prioritized their position lists, the results and/or applications are forwarded to the Academic Senate and Deans Cabinet for discussion and input.
- 5) By early November, after the Academic Senate and Deans Cabinet have had time to consider the positions, the Instruction Council will invite all Deans to meet and discuss the college-wide Hiring Prioritization List. The positions to be considered must first be those designated as replacement, followed by the division-ranked growth positions. Members of the Instruction Council will vote on hiring prioritization and make recommendations to the College Council.
 - a. Hiring prioritization will be conducted through analyzing all qualitative and quantitative data presented in each application, weighing the positions in terms of the IC's Instructional Outlook report, and considering factors including the size of programs, legal mandates, and the instructional breadth and services of the college. The ranking of positions should be based on a broad account of college needs, community and workforce needs, and student success.
 - b. Replacement position applications from divisions should be honored. If a specific replacement application is not recommended by the Instruction Council, the position will still remain in the division. The top-ranked growth position from a division with replacement hiring rights would typically be utilized as the replacement candidate.
- 6) By November 15, the District announces the number of hires to be allocated.
- 7) By November 30, and through collegial consultation, the College Council reviews the Hiring Prioritization List and number of positions to be hired and makes a recommendation to the President.
- 8) In December, after receiving the recommendations from College Council and input from the Academic Senate, the President forwards the positions to be hired to the Chancellor and Human Resources.
- 9) Upon completion of the hiring process the names for positions to be hired are placed on the agenda of the YCCD Board of Trustees.
- 10) With collegial consultation, the YCCD Board approves hiring of faculty.
- 11) No later than April 30, the Instruction Council will write a report of hiring for the year. In order to facilitate continuous quality improvement in institutional decision-making, this report will make transparent any rubrics

and/or formulas used in prioritization and will include a reflective evaluation of the process. This Hiring Feedback Report will inform the following year's instructional outlook. In the spirit of continuous quality improvement, the Hiring Feedback Report will be made available so that the Academic Senate may conduct a formal review of the Hiring Prioritization process to recommend improvements before the next cycle.

Collegial Consultation.

Hiring prioritization is intrinsically connected to many of the academic and professional issues designated as "rely primarily" or "mutually agree" items in Title V Section 53200 and YCCD Board Policy 7-8049. If the Academic Senate has concerns with the process of Hiring Prioritization, or concerns with the ranking results and number of positions, the Academic Senate will reserve its right to follow the process of collegial consultation articulated in Board Policy 7-8049. The Academic Senate will work with the College Council and collegially consult with the President to come to agreement on any issues regarding hiring prioritization, and if necessary, make alternative recommendations to the YCCD Board of Trustees.

Emergency Hire Proposal

If a retirement occurs or a need arises for faculty after the October deadline of division ranking and forwarding lists to the Instruction Council and Deans, the Hiring Proposal Form must be marked "emergency." Divisions must use their participatory governance process to make a recommendation based on program review to hire. Divisions must complete a Faculty Hiring Proposal Form, accompanied by all applicable data, and forward it to the Instruction Council. If approved, the Instruction Council would recommend the position to the Academic Senate for a *one-year temporary position*. The Academic Senate would collegially consult with the President for final approval. The one-year position is not guaranteed to become tenure-track the following year, as the full-time vacancy would be subject to the entire hiring prioritization process.

FACULTY HIRE PROPOSAL FORM

DIVISION: _____ POSITION: _____

- Replacement *(Retirement announced by September 30th)*
- Growth *(All positions that are not replacement)*
- Emergency *(After the fall process deadline (mid-October), any hire proposals must be considered "emergencies," and if accepted, will be one-year temporary positions.)*

1. Please provide a brief history or context for position proposed:

2. Use data to justify the need for this position. (Enrollment, fill rates, success rates, retention rates, ARCC report, SLO assessment, curriculum compliance, student:faculty ratio, productivity)

3. Based on our community, projected demographics change, workforce and community need, justify this position.

4. Program/department outlook: Justify the significance and role of this position in terms of Certificates, AA, degrees, majors, and student success.

5. Include other elements from Program Review to justify this position.

6. This legally mandated or required? Please explain.
