

**Request for New/Replacement Faculty Position: 2022-23**

**(DRAFT – Do not use for submitting requests)**

This form is to be completed by the Divisions and submitted by each Division Chair for each new faculty position being requested. Completed forms are to be submitted *via email* to the Academic Senate President no later than Monday, **October 11th, 2021 at 5 p.m.** Please answer all questions on this form and include as much information as possible in support of your request. Supplemental documentation may be included as separate documents; please clearly title any additional files such that they can be easily identifiable (such as ‘PC Social Science Division New Faculty Position Request 2021-22’). **Oral presentations** in support of position requests will be made as part of the Academic Senate meeting on Friday, **October 14th**, starting at 8 a.m. Presentations should be made by the Division Chair or their designee, but with only one person presenting for each position requested. Each position request will receive a maximum of 10 minutes. All presentations will be recorded. *Discussion for all positions will take place after all presentations have been concluded.*

The Academic Senate will rank all of the positions requested at the meeting subsequent to the presentations, and the Senate President will forward its ranking to College Council and the College President for review, along with all documents provided in support of each request. The College President makes the final decision regarding all faculty hires.

**POSITION REQUESTED:**

\_\_\_ New

\_\_\_ Replacement: [list person(s) being replaced]

**DIVISION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIVISION CHAIR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL INFORMATION REGARDING POSITION REQUEST:**

1. Which of the following areas of need will be addressed by this position? (check all that apply)

\_\_\_ Transfer to 4-year colleges and universities

\_\_\_ General Education

\_\_\_ Basic Skills Instruction

\_\_\_ Vocational instruction

\_\_\_ Instructional Support Services

\_\_\_ Student Support Services

1. Is this position addressed in the college’s Educational Master Plan and/or the most recent Program Review for the area?

\_\_\_ Yes (please cite below)

\_\_\_ No (please explain why below)

1. Identify any resources the hiring of this position will require. Do not include salary and benefits, but please list things such as a computer, office space, equipment, and other related resources the new faculty member would require.
2. List any classes likely to be taught by this individual. If the position is primarily non-teaching, please describe the person’s assignment.

**PROGRAM REVIEW DATA-BASED JUSTIFICATION:**

Provide the following data measures for the past 5 academic years in classes/subjects to be taught by the faculty (as applicable). Program review data can be obtained by subject from the Institutional Research web page below (include with supplemental materials any additional data or relevant past program review content):

<https://www.kccd.edu/institutional-research/program-review-data>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
| Enrollment at Census |  |  |  |  |  |
| Average number of students per section |  |  |  |  |  |
| First Day Waitlist |  |  |  |  |  |
| FTEF  | TOTAL |  |  |  |  |  |
|  | Full-Time |  |  |  |  |  |
|  | Overload |  |  |  |  |  |
|  | Adjunct |  |  |  |  |  |
|  | Summer |  |  |  |  |  |
| FTES |  |  |  |  |  |
| Degrees & Certificates |  |  |  |  |  |

**OTHER JUSTIFICATION:**

Provide here qualitative/anecdotal information that supports hiring this full-time position:

* Availability of part-time/overload faculty
* Compliance with state regulations/accreditations:
* Maintaining “one-full-time-faculty” program:
* Long-term community needs/support (Document with Advisory Committee, Program Review or other recommendations for increased staff):
* Maintaining certificate/degree/transfer program:
* Courses are part of a core program and/or a graduation requirement (Identify program(s) and/or applicable graduation requirements):
* Potential for development in a related and/or emerging discipline (Identify source for growth potential):
* Potential for multi-discipline expertise (Cite discipline and justify need within each discipline):
* Potential for aiding the college’s goals of closing achievement gaps, aiding underserved populations, or other areas of the college’s mission that may have an impact beyond the program itself.