**Golden West College**

**Faculty Request**

Requestor’s name(s): Email: Phone #:

Program Review Unit/Department:

**POSITION REQUESTED**

1. Title and area of specialization (if applicable)
2. Is there a clear health and safety component to this request? Please explain. (This is an information item only and is not used in the rating process):
3. Does this department have a position previously ranked through the last program review process? (This is an information item only and is not used in the rating process):

Yes No

1. Program Classification (Check all that apply. This is an information item only and is not used in the rating process):

Transfer

Basic Skills

CTE

Student Service / Student Success

1. Does this program offer a(n):

ADT

Certificate

AA/AS degree

**Reviewed by:**

Dean: Date:

Vice President: Date:

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| Office use only:  President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ( ) Hire position ( ) Forward to rating process  ( ) Hire One-Year Temporary ( ) Hold until next hire window |

**How does this request for a faculty position meet the following criteria?** *(2 page max.)*

*(To be used by Senators to rate the request)*

*Respond fully to each of the following two questions. Your responses are the basis from which Senators apply the criteria to determine the rating of this request. Be as specific as possible in your responses.*

#1 **PROGRAM/DEPARTMENT NEEDS** (0-60 points)

What program/department conditions (such as cutbacks, lack of offerings, no replacements, facilities, coordination of part-time faculty, new program requirements, etc.) support the need for additional full-time faculty?

Important considerations in this prioritization process are conditions unique to the program/department which support the need for additional full-time faculty such as:

* Programs/departments with no or few full-time faculty to teach in particular high demand area or for maintaining on-going (sequential) majors or certificates.
* Programs/departments with no or few full-time faculty
* Negative impact created by the loss of full-time faculty due to retirement or non-replacement of full-time positions.
* The program/department cannot maintain a stable core of FT to PT ratio to provide a quality program or program growth.
* There is not sufficient full-time faculty to develop and maintain current curriculum for the program/department.
* Supervision required to reduce health and safety hazards.
* There are substantial problems of coordination/supervision of the program’s/department’s PT faculty. (There are not enough FT faculty to coordinate, train, and supervise the PT faculty.)
* Preparation for careers/employment in fields with strong current and future prospects
* There is a verified difficulty in finding and keeping qualified PT faculty (such as excessive numbers of PT selection processes yielding minimal additions to the PT pool.)
* New developments and/or trends in the service area that would influence a determination of need for the position
* Negative fiscal impact to college created by the lack of full-time faculty due to retirement or non-replacement of full-time positions
* Relevant, necessary courses are not taught or are cancelled because of the absence of qualified full or part-time faculty.

0-20 points: Little or no contribution or impact

21-40 points: Some contribution or impact

41-60 points: Significant contribution or impact

#2  **COLLEGE-WIDE NEEDS** (0-40 pts)

How does this position address stated long-term college priorities identified by College plans?

Refer specifically to the GWC plan and goal (including page number for reference).

Stated long-term college priorities based on the results of appropriate College-wide discussions identified by College plans (see Mission/Vision Statement, Values and College Goals at <http://www.goldenwestcollege.edu/about/mission/>

* Where other considerations are relatively equal, positions in programs that contribute to the operations of other college programs are given greater priority. Other college programs include:
* Coursework required or recommended for several degree/certificate programs,
* Significant general education requirements
* Serve substantial numbers of the student population
* Serve a special population of students not served by other programs
* Application to Statewide Community College Goals of serving students in Transfer, Basic Skills, Degree and CTE programs
* New programs the college wants to develop and support through resources, facilities
* Contributions to college and district goals including student equity

GWC Mission-Vision-Values can be found at: [Mission-Vision-and-Values](http://www.goldenwestcollege.edu/about/mission/)

The following plans are available at: [Office of Research, Planning, and Institutional Effectiveness: Program Review, GWC College Plans](http://research.gwchb.net/program-review/strategic-planning/)

[GWC Student Equity Plan](http://goldenwestcollege.edu/wpmu/oir/files/2009/08/GWC-Student-Equity-Plan.pdf)

[GWC Title III Grant](http://goldenwestcollege.edu/wpmu/oir/files/2009/08/GWC-Title-III-Grant.pdf)

[GWC SSSP Plan](http://goldenwestcollege.edu/wpmu/oir/files/2009/08/GWC-SSSP-Plan.pdf)

[GWC 2014-2015 BSI Plan](http://goldenwestcollege.edu/wpmu/oir/files/2009/08/2014-2015-BSI-Plan.pdf)

[GWC Educational Master Plan](https://research.gwc.cccd.edu/oir/planning_docs/GWC_EducationMasterPlan.pdf)

[GWC Enrollment Management Plan](http://goldenwestcollege.edu/accreditation2014/addendems/EMPFinalDraft05152014.pdf)

[GWC Long-Range Financial Plan](http://goldenwestcollege.edu/accreditation2014/addendems/LRFPFinalDraft05152014.pdf)

[GWC Planning and Decision Making Guide](http://goldenwestcollege.edu/wpmu/oir/files/2009/08/DecisionMakingGuideFinalDraft012615.pdf)

[GWC Facilities Plan](https://research.gwc.cccd.edu/oir/planning_docs/GWC_FacilitiesPlan.pdf)

[GWC Technology Plan](https://research.gwc.cccd.edu/oir/planning_docs/GWC_TechnologyPlan.pdf)

[GWC SLO Assessment Plan](https://research.gwc.cccd.edu/oir/planning_docs/SLO_Assessment_Plan.docx)

[Coast District Vision 2020 Educational Master Plan](http://www.cccd.edu/about/docs/VP9.pdf)

0-14 points: Little or no contribution or impact

15-28 points: Some contribution or impact

29-40 points: Significant contribution or impact

**Academic Senate**

**Faculty Hiring Criteria:**

Rating Criteria

1. Program/Department Need 0-60 Points
2. College-Wide Need 0-40 Points

The primary sources of information for rating program/department need are:

* Faculty Request Form
* Program Review
* Program Vitality Reports (if applicable)
* Data tables summarizing key program measures
* Student Info
  1. FTES and headcount per semester in last academic year
  2. Fill rate per semester in last academic year
* Scope of program
  1. number of sections (lecture and/or labs)
  2. number of courses offered within the last 2 years
  3. success rate or retention rate
  4. current number of full time tenured or tenure track faculty
  5. current number of temporary full time faculty
  6. current number of part time faculty
  7. FTEF per FTES
  8. Full Time Capacity Formula

(Full time faculty LHE + Part time faculty LHE + Overload LHE) /15 = Number of full

time faculty required for department/program

All data listed above will be provided by the Office of Research, Planning and Institutional Effectiveness. [Office of Research, Planning and Institutional Effectiveness](http://research.gwchb.net/program-review/strategic-planning/)

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