

FULL-TIME FACULTY HIRING PRIORITY PROCESS

1. FTEF TAUGHT BY ADJUNCT (15 points maximum)

- 2 FTEF = 5 points
- 4 FTEF = 10 points
- 6 FTEF = 15 points

Total Adjunct classroom FTEF taught in the previous spring semester, plus actual FTEF taught the previous spring by a designated Retiree/Resignation, minus any Reassigned Time and Leave replacement taught by Adjuncts in the previous spring semester.

2. STUDENT CONTACT HOURS (15 points maximum plus or minus)

Trends in WSCH. The average of 4 prior spring semesters' WSCH compared with total WSCH from the previous spring semester, calculated to the nearest percentage:

- Each 1% growth equals +1 point
- Each 1% decline in growth equals -1 point

3. PERCENTAGE OF FILL (15 points maximum)

Enrollment at census divided by the section cap, for prior 2 years' fall and spring terms. Eligible sections as per the Enrollment Tracker (as maintained by PRO).

- 77 - 84% = 3 points
- 84.1 - 90% = 6 points
- 90.1 - 93% = 9 points
- 93.1 - 97% = 12 points
- 97.1 - over = 15 points

4. PRODUCTIVITY/EFFICIENCY (15 points maximum)

WSCH/FTEF at census for the previous spring semester

- WSCH/FTEF
- 464 - 503 = 3 points
- 504 - 553 = 6 points
- 554 - 596 = 9 points
- 597 - 635 = 12 points
- 636+ = 15 points

5. UNAVAILABILITY OF ADJUNCT FACULTY to instruct courses in the department (5 or 10 points)

10 points if class cancellation occurs due to unavailability of Adjunct faculty or use of temporary contract faculty in past 12 months due to unavailability of Adjunct faculty as documented by Personnel

6. Full-Time/Part-Time RATIO (0 - 10 points)
[NEW: exact scoring rubric still being discussion]

Decline in FT/PT ration as compared to program's historical highpoint

Ratio of Full-Time FTEF to Part-Time FTEF, calculated for the previous spring semester, is compared to the highest ratio from any of the four prior spring semesters, maximized to be no higher than 75%. (FTEF taught the previous spring by the designated Retiree Resignation is counted as Part-Time. Reassigned Time and Leave replacement taught by Adjuncts is counted as Full-time for all terms examined).

Previous spring = 75% or better Full-Time = 0 points.
Each 2 percentage points decline in the FT/PT ratio equals +1 point

7. LOSS OF CONTRACT – (0 or 10 points)

First or second year of request for vacant position

8. ONE-PERSON DEPARTMENT (0 or 20 points)

First or second year request is made

OR

EXTERNAL ACCREDITATION (0 or 20 points)

Mandates by ACCREDITING BODY without whose authorization the program could not be offered.

- Student-Faculty-mandated ratios
- Mandates for credentialed full-time director

DOCUMENTATION FOR REQUESTED TENURE-TRACK ACADEMIC POSITION

BRIEF PROGRAM DESCRIPTION:

EXPLANATION OF THE NEED FOR THE POSITION AND WHY IT IS CRITICAL TO THE PROGRAM AND THE COLLEGE.

WILL THIS POSITION REQUIRE ADDITIONAL EXPENSES BEYOND STANDARD FACULTY OFFICE EQUIPMENT? EXAMPLES ARE INSTRUCTIONAL EQUIPMENT, STAFF SUPPORT, AND OPERATING EXPENSES