FPIP APPLICATION INSTRUCTION  
For 2013-2014 List  
Modified on November 12, 2012

FPIP committee is accepting application for full time probationary faculty positions for 2013-2014 FPIP list. The application period is from Monday, October 8, 2012 to Thursday, November 8, 2012. The **absolute application deadline is December 6, 2012 at 5 p.m.**

Program Review

Though the application form states to attach the hiring section of the program review, the committee is not requiring the attachment of the program review by the application deadline because the FPIP and program review cycles are occurring at the same time. When the preliminary program review is completed, submit your preliminary program review electronically to the FPIP chair, Lisa Kamibayashi, kamibal@wlac.edu. The committee will access to the final version of the program review through the Office of Research and Planning. It is important that the program review includes the resource request and its justification that matches with the FPIP application request.

Please submit a **printed copy** of your application. The application via email will not be accepted. Staple all the documents together for each application position. Send the application packet to the Mail Box of Lisa Kamibayashi (Box #227B) or Drop it off at MSB First Floor Dental Hygiene Front Office. If you have any questions, please send it to kamibal@wlac.edu.

Timeline:

**Application period**: Monday October 8, 2012 – Thursday December 6, 2012

**Application review by the committee**: Wednesday December 12 & Thursday December 13, 2012

**Application interview and ranking process by the committee**:  
Wednesdays February 13, 20, 27, March 6, 13, 20, 27 from 3:30 to 5:00 Room TBA

**Ranked list forwarded to the Academic Senate by**: March 27, 2013

**The approved list forwarded to the President**: April 9, 2013

**President announces the number of positions to be funded**: Spring 2013

**HR initiates the process for faculty hiring**: Spring 2013

**FPIP debriefs, and evaluates the process for improvement for the next time**: April 24 and May 22, 2013
Preliminary Information

1. Identify the type of tenure-track position being requested. Check one.
   ______ Instructor ______ Counselor ______ Librarian _______ Other

2. How many retirements are anticipated in this area before the next academic year?

3. Individual identifying probationary faculty position: ____________________________.

   Under which capacity are you submitting this application? (check one)
   _____ Regular or probationary faculty _____ Division chair _____ Program director _____ Vice President

Supporting Signatures

Applications submitted by a division chair or a faculty member. A division must include signatures from a majority of the full time faculty members of the division.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Title</th>
<th>Signature</th>
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<tbody>
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Instructor Position

Name of Discipline: ____________________________.

1. Assignment. What is the standard teaching load for this discipline? ____ (e.g. - 12, 15, 18, 21 standard hours)

   Prepare a hypothetical fall semester & spring semester assignment for the requested instructor. (Include class meeting days & start times.)

   Based upon the majority of these assigned classes, select the appropriate category:
   (NOTE: If none of these categories applies, proceed to the section for other faculty.)

<table>
<thead>
<tr>
<th>ASSIGNMENT CATEGORY</th>
<th>CHECK ONLY 1</th>
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<tbody>
<tr>
<td>General Education and Transfer</td>
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<tr>
<td>Student and Instructional Support Service</td>
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<tr>
<td>Career Technical Education</td>
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   NOTE: Notwithstanding extenuating circumstances and subject to student need, it is the expectation of the FPIP Committee that upon hire, the majority of the instructor’s teaching assignment in subsequent years will reflect the category selected in this FPIP process.

3. Educational Master Plan. Will this requested instructor have duties directly related to supporting a non-voc ed learning community (i.e., a cohort of students enrolled in more than one class together)? EXPLAIN

4. Program Review. Attach copy of faculty hiring section of program review.

5. Roadmaps. Attach copy of roadmap to prepare students for transfer in two years in this subject area or to prepare students to obtain a certificate of achievement.

6. General Education Courses. Based upon the courses listed in the assignment in item 1 above, which general education requirements are satisfied by these courses? How many other disciplines offer courses that satisfy this same GE?
7. Transfer Major ONLY
   a. For the last ten years, how many students have transferred in this major?
   b. On an annual basis, what percent of discipline’s sections are required for the transfer major?

8. Career Technical Education ONLY
   a. Are there any enrollment restrictions in this discipline related to non-WASC accreditation or outside agency standards? Explain.
   b. Attach copies of the advisory board minutes for this past academic year.

COUNSELOR POSITION
1. Staffing Status:
   a. How many full-time counselors are there?
   b. For the fall semester, how many students were enrolled in on campus classes?
   c. For the fall semester, how many students were enrolled in off campus classes?

2. Student Demand. For the past 3 fall semesters, how many students received counseling services?

   a. How would this requested counselor specifically support the implementation of Strategies a & d of Objective 1. of the most recent Educational Master Plan (EMP)?
   b. How would this requested counselor specifically support the implementation of Strategy c of Objective 2. of the EMP?
   c. How would this requested counselor specifically support the implementation of Strategy c of Objective 3. of the EMP?
   d. How would this requested counselor specifically support the implementation of Strategies b & e of Objective 4. of the EMP?

4. Program Review. Attach copy of faculty hiring section of program review.

5. How will hiring this counselor impact WASC recommendations?

LIBRARIAN POSITION
1. Staffing Status: How many full-time librarians are there?

2. Student Demand: For the past 3 fall semesters, how many students used the library services?

3. Educational Master Plan
   a. How would this requested librarian support the implementation of Strategy d of Objective 1 of the most recent Educational Master Plan?
   b. How would this requested librarian support the implementation of Strategies b & e of Objective 4 of the most recent Educational Master Plan?

4. Program Review. Attach copy of faculty hiring section of program review.

OTHER FACULTY Positions
1. Staffing Status: How many full-time faculty are there in this position already?

2. Student Demand: For the past 3 fall semesters, how many students were served?

3. Educational Master Plan: How would this requested new hire support the implementation of the most recent Educational Master Plan?
4. **Program Review.** Attach copy of faculty hiring section of program review.

5. How does this position affect the college’s compliance with outside agency (non-WASC) standards or recommendations?
### CRITERIA FOR RANKING WITHIN CATEGORIES

<table>
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<th>Career Technical Education</th>
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<td><strong>Criteria for ranking</strong></td>
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<tr>
<td>• Staffing status: % full-time instructors in classroom</td>
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<tr>
<td>• Student Demand: census enrollment (Ave fall semester census enrollment for past 3 years)</td>
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<td>• Annual #: Students taking courses in discipline in order to complete Associate degree GE requirements</td>
<td>• Annual # Associate degrees and/or certificates of achievement</td>
<td>• Educational Master Plan implementation</td>
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<tr>
<td>• Discipline has completed roadmaps to</td>
<td>• Fiscal Impact: FTES/FTEF</td>
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<td>o Transfer in 2 years</td>
<td>• Program review recommendation</td>
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<td>o Certificates of Achievement</td>
<td>• Active advisory board</td>
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<td>• Impact on WASC accreditation or approval and other required agency approvals—</td>
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