

West Los Angeles College

Faculty Position Identification and Prioritization Policy

For 2013-2014

Academic Senate Approval Date: 9-10-13

PURPOSE

The purpose of the Faculty Position Identification and Prioritization (FPIP) Policy is to establish procedures at West Los Angeles College (WLAC) to implement Board Rule 10304.1 of the Los Angeles Community College District's Board of Trustees pertaining to the identification and prioritization of full-time probationary faculty positions.

PHILOSOPHY

The philosophy of the FPIP policy shall be to promote fairness and equity in resource allocation, specifically in regard to faculty hiring, in accordance with the mission of the college. It is the explicit intent of the FPIP Policy to establish an open and objective process which will best serve the collective interests of the WLAC community.

GOALS

The prioritization of proposals for faculty hiring shall be based on the needs of the students, the college, the disciplines, the programs, and the enrollment trends. A wide range of factors shall be considered in the process.

FUNDING SOURCES FOR PRIORITIZED POSITIONS

The WLAC Faculty Position Priority list applies to probationary positions funded with program 100

COMMITTEE ON FACULTY POSITION IDENTIFICATION & PRIORITIZATION

The Committee on Faculty Position Identification and Prioritization (FPIP Committee) shall be the designee for the WLAC Academic Senate and the President of the College for the implementation of Board Rule 10304.1.

The FPIP Committee shall be composed of the following:

- Five (5) Full-Time Faculty
- Three (3) Administrators

The President of the Academic Senate and the Academic Senate shall jointly nominate the full-time faculty committee members drawing upon teaching and non-teaching faculty, with appointment to the committee being subject to full Senate confirmation. The appointment shall be for a three-year term. The terms of appointment shall be overlapping. Thus, in the first year of the FPIP Policy three (3) faculty members shall be appointed for three-year terms and the other two (2) faculty members shall be appointed for two-year terms. The President of the College shall designate the administrative appointees. The FPIP Committee shall select a chairperson for a term of three years. That selection shall take place at the beginning of an academic year. Members of the committee should be members of the college community who have a comprehensive knowledge of all aspects of the college, i.e. - Academic Affairs, Student Services, and Administrative Services.

The college institutional researcher shall be an ad hoc member of the committee at the meeting(s) devoted to evaluating the quantitative enrollment data.

PROCESS

1. At its first meeting of each academic year the committee will decide upon and announce a timetable giving the deadlines for submission of faculty position prioritization applications, the date of the FPIP interviews, and the date of release of the final faculty position recommendations. In addition, the FPIP Committee shall review the criteria which will be used to prioritize faculty positions.

2. Horizontal Prioritization

Each proposed probationary tenure-track position shall be placed into one of four categories

Category I: General Education and Transfer Instructor positions

Category II: Foundation Learning Skills instructor positions (such as Learning Skills, Personal Development, Basic Skills, Reading, and ESL)

Category III: Career Technical Education Instructor positions

Category IV: Student and Instructional Support Service instructor positions (such as counselors, librarians, athletic coaches, child development personal)

(NOTE: Notwithstanding extenuating circumstances and subject to future student needs, 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.)

Within each category, the faculty positions shall be prioritized, creating horizontal tiers composed of one position from each of the four categories. After all positions are prioritized in each category, the FPIP committee will prioritize a vertical prioritization list for all positions requested. The final vertical list shall be forwarded to the Academic Senate. The approval list shall be forwarded to the college president. The college president shall accept the FPIP recommendations.

3. For instructor positions in General Education and Transfer, the criteria for the prioritization shall be:

- Current staffing status in discipline (% full-time instructors in the classroom)
- Student demand (Average fall semester census enrollment for past 3 years)
- Annual # of associate degrees and/or certificates of achievement
- How this position will sustain other disciplines and programs.
- Validity of rationale in program review for hiring additional faculty.

For instructor positions in Foundation Learning Skills, the criteria for the prioritization shall be:

- Current staffing status in discipline (% full-time instructors in the classroom)
- Student demand (Average fall semester census enrollment for past 3 years)
- Annual # of associate degrees and/or certificates of achievement
- How this position will sustain other disciplines and programs.
- Validity of rationale in program review for hiring additional faculty.

For instructor positions in Career and Technical Education, the criteria for prioritization shall be:

- Current staffing status in discipline (% full-time instructors in the classroom)
- Student demand (Average fall semester census enrollment for past 3 years)
- Annual # of associate degrees and/or certificates of achievement
- Active advisory board
- Validity of rationale in program review for hiring additional faculty.
- Impact of position on WASC accreditation/approval and other required agency approvals.
- Future forecast of the labor statistics (environment scanning) e.g. U.S. Bureau of Labor Statistics (<http://www.bls.gov/>)

For faculty positions in Student and Instructional Support such as counselor, librarian, athletic director, athletic coach, child development center, and other program director positions, the criteria for prioritization shall be:

- Current staffing status
- Student demand
- Impact of position on WASC accreditation/approval and other required agency approvals.
- Validity of rationale in program review for hiring additional faculty.

For new approved programs, disciplines, and services, the additional items must be provided:

- How the proposed position promotes the strategies of the Educational Master Plan
- Planning committee's analysis of program reviews/unit plans conducted by the divisions
- A list of proposed probationary full time faculty positions by Planning Committee.
- Submission of a copy of the program review and a copy of Proposed New Program Request (PNPR)
- Submission of a list of the other disciplines and programs that support this positions

4. Faculty position identification and prioritization (FPIP) application forms which reflect the criteria to be used for determining the faculty position recommendations shall be distributed to the division chairpersons and shall be available to any faculty member or administrator. The criteria for ranking shall also be distributed.

5. A FPIP application shall be required for each full-time, probationary faculty member to be replaced or added. (An application may be submitted for an anticipated retirement.)

6. FPIP applications for proposed probationary tenure-track faculty in existing disciplines, programs, and services may be submitted to the FPIP Committee by regular or probationary faculty members, division chairpersons, the college Academic Senate, or the college administration.

FPIP applications submitted by a division chairperson or a full time regular faculty for a division shall include signatures by a majority of the full time faculty members of the division. A division chairperson may submit an application as a discipline faculty member.

Applications submitted by discipline faculty members must include ONE of the following peoples' signature.

- Division Chairperson
- Program director
- President of the Academic Senate
- Vice President of Academic Affairs
- Vice President of Student Services

A division chairperson submitting an FPIP application as a discipline faculty member may not sign his/her own supporting signature in the capacity as division chairperson.

The signature of the President of the Academic Senate represents a motion of support passed by the WLAC Academic Senate. Discipline faculty members and division chairpersons should coordinate their efforts to insure that only one application per position is submitted for prioritization.

Requests for proposed probationary tenure-track faculty for new approved programs or special programs shall be accompanied with a copy of program review and a copy of Proposed New Program Request (PNPR). The FPIP Committee shall formally request the Planning Committee to submit a list of proposed probationary tenure-track faculty for new approved programs and/or special programs. This list of positions shall be based upon an analysis of program reviews/unit plans conducted by the divisions.

7. The Articulation Officer shall provide assistance to the FPIP Committee and the applicants with regard to responses on the FPIP application about articulation matters.

8. The College Institutional Researcher shall provide the quantitative data required in the prioritization process. This shall include:

- Census enrollment data by subject area (Average fall semester census enrollment for the past three years)
- Percent full-time instructors in the classroom by subject area
- Annual # of degrees and certificates
- FTES/FTEF
- Current program review excerpts

And other available data that the committee deems appropriate

9. The FPIP will only accept the applications that were submitted by the due date. Once the FPIP applications have been submitted, the FPIP Committee will review the information and may email the additional questions for each position to clarify the FPIP application. The FPIP Committee will not accept any additional materials after application deadline unless there is a question to clarify. The FPIP will not

conduct interview session with any applicants. When multiple applications were submitted for the same position, the second position will be prioritized as if the first position was filled, the third position will be prioritized as if the first and the second position were filled.

10. Consensus evaluation of applications

The ranking of the proposed probationary tenure-track positions identified through FPIP applications shall be by FPIP Committee consensus. Only the FPIP members will evaluate the prioritization and evaluation process.

11. If a FPIP Committee member is a member of a discipline which has an FPIP application under consideration, that member shall be excluded from the discussion and the evaluation process.

12. Preview of the FPIP Committee's Faculty Position Recommendations

The recommendations shall be given to the president of the WLAC Academic Senate at the Academic Senate meeting. When a proposed position is premised upon a retirement, then the recommendations shall indicate that the faculty position has a contingent ranking.

13. Appeals Process (regarding FPIP Committee's faculty position recommendations).

Once the FPIP Committee's faculty position recommendations have been distributed, an appeals process may be conducted. The function of the appeals process is to review the FPIP process to ensure that the procedures of the FPIP process policy were properly followed and that all relevant facts as submitted to the FPIP committee were considered in the creation of the faculty position recommendations.

a. All appeals shall be in writing. Appeals may be filed by any FPIP applicant. All appeals shall be filed within ten (10) working days of the announcement of the FPIP Committee's faculty position recommendations and shall be sent to the FPIP Committee Chairperson. All appeals shall be based only upon the FPIP application and all supporting information which was submitted to the FPIP Committee during the initial evaluation process. No new information shall be accepted or considered. All written appeals shall state in detail the specific reason(s) for the appeal.

b. The FPIP appeals committee shall consist of a three-member subcommittee elected by the FPIP Committee from its own ranks. The FPIP appeals committee shall review and shall determine the merit of any appeal within ten (10) working days of the filing deadline for appeals.

c. The decision of the FPIP appeals committee shall be final.

14. Release of the FPIP Priority List

After the time for filing an appeal has expired or after the appeals process is completed, where an appeal has been filed, the FPIP Committee's faculty position recommendations or the amended FPIP Committee's faculty position recommendations (in the case of a successful appeal) shall become final, except for faculty positions which may subsequently be removed from the faculty position recommendations, and it shall be known as the FPIP Priority List. The FPIP Priority List shall be sent to the Academic Senate for an approval. The approval list shall be sent to the President of the College.

15. Removal of a faculty position from the WLAC Faculty Position Priority List

a. In the event that an anticipated faculty retirement does not occur and the ranking of a faculty position is premised upon that retirement, then that faculty position shall be dropped from the Priority List.

b. A faculty position shall be removed from prioritization before or after the release of the FPIP Committee's faculty position priority list upon the written request of the individual submitting the FPIP application for that faculty position. The written request must include signatures from all of the individuals who signed in support of the original FPIP application.

c. In the event that an individual submitting a FPIP application for a faculty position desires to withdraw that faculty position from the priority list after the date of release, the FPIP applicant shall submit a written request to the WLAC Academic Senate and to the administration for joint approval. Without joint approval the faculty position shall remain on the priority list.

16. The final faculty position priority list shall remain in effect until the next priority list is issued. For 2013 –

2014 application periods, the FPIP committee requests all applicants to submit a new application for each position. Unfunded positions from the current prioritization list shall not be included in the list for 2014-2015. When there are significantly new factors that may impact the justification for a position already on the list, a request may be submitted for reconsideration of its rank on the priority list. For reconsideration of ranking, the FPIP Committee shall only re-evaluate the specific criterion(a) affected by the change(s). Reconsideration requests must include a written rationale for the request and signatures from all of the individuals who signed in support of the original FPIP application.

The FPIP Committee may update the priority list for these special extenuating circumstances: retirement, resignation, transfer, death or instructor special assignment appointments. To request a probationary, full-time faculty replacement, a FPIP application must be submitted and an interview conducted. These identified positions shall be inserted into the current priority list.

18. Circumstances for automatic probationary faculty rehire

The selection process shall be automatic if a new hire leaves the employment of the college at any time up until the end of the 2nd year of probation. After the 2nd year, a justification for the position, including the most current program review, shall be evaluated for merit by the FPIP Committee before a selection process is initiated to fill the vacated position. If the position is vacated after the 4th year, the position must submit a new FPIP application and be prioritized.

19. Circumstances for insufficient applicant pool

Once the hiring is approved by the College President, the selection process shall be initiated within a year. The hiring process shall be concluded within 2 years. If the position is not filled after 2nd year, a new FPIP application must be submitted and be prioritized.

20. Annual Review

Each academic year, the FPIP Committee shall evaluate the FPIP process and make recommendations to improve the FPIP process. The Academic Senate and the College President shall review the recommendation(s) of the FPIP Committee and shall mutually agree to adopt the recommended revisions to the FPIP Policy as appropriate.

FACULTY POSITION IDENTIFICATION & PRIORITIZATION APPLICATION

Existing Disciplines, Programs, and Services

Academic Senate Approval Date: 9-10-13

SUBMIT A SEPARATE APPLICATION TO EACH POSITION REQUEST

PRELIMINARY INFORMATION

1. Name of individual submitting this application: _____.

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 must include signatures from a majority of the full time faculty members of the division.
- Applications submitted by a faculty member must include one signature from the following people (Division Chairperson or, Program Director or President of the Academic Senate or VP or Academic Affairs or VP of Student Services)

Print Name	Title	Signature

2. Identify the name of tenure-track position being requested.

3. Check ONE appropriate category based on the majority of the assigned classes.
(NOTE: If none of these categories applies, select Student and Instructional Support Service Category)

ASSIGNMENT CATEGORY	CHECK ONLY 1
General Education and Transfer	
Foundation Learning Skills	
Career Technical Education	
Student and Instructional Support Service	

4. Name the division of this faculty position:

5. Name of the discipline of this faculty position:

6. Assignment. What is the standard work load for this discipline? _____ (e.g. - 12, 15, 18, 21 standard hours)

Position for General Education, Transfer and Foundation Learning Skills such as Learning Skills, Personal Development, Basic Skills, Reading, and ESL

Describe in details the following information on the selection criteria below.

- Prepare a hypothetical fall semester & spring semester assignment for the requested instructor. (Include class meeting days & start times.) You may attach the hypothetical work load sheet.
- Current staffing status in discipline (% full-time instructors in the classroom)
- How many retirements are anticipated in this area during 2014-2015 academic year?
- Student demand (Average fall semester census enrollment for past 3 years)
- Annual # of associate degrees and/or certificates of achievement
- How this position will sustain other disciplines and programs
- Rationale in program review for hiring additional faculty

Position for Career and Technical Education

Describe in details the following information on the selection criteria below.

- Prepare a hypothetical fall semester & spring semester assignment for the requested instructor. (Include class meeting days & start times.) You may attach the hypothetical work load sheet.
- Current staffing status in discipline (% full-time instructors in the classroom)
- How many retirements are anticipated in this area during 2014-2015 academic year?
- Student demand (Average fall semester census enrollment for past 3 years)
- Annual # of associate degrees and/or certificates of achievement
- Active advisory board (Attach the last advisory board meeting minutes.)
- Rationale in program review for hiring additional faculty
- Impact of position on WASC accreditation/approval and other required agency approvals.
- Future forecast of the labor statistics (environment scanning) e.g. U.S. Bureau of Labor Statistics (<http://www.bls.gov>)

Position for Student and instructional support positions such as counselor, librarian, athletic director, athletic coach, child development center, and other program director positions.

Describe the following information on the selection criteria below.

- Current staffing status
- How many retirements are anticipated in this area during 2014-2015 academic year?
- Student demand
- Impact of position on WASC accreditation/approval and other required agency approvals.
- Rationale in program review for hiring additional faculty

CRITERIA FOR RANKING WITHIN CATEGORIES

General Education and Transfer Degree Position	Foundation Learning Skills Position	Career Technical Education Position	Student and Instructional Support Service Position
<p><u>Criteria for Ranking</u></p> <ul style="list-style-type: none"> • Current staffing status in discipline (% full-time instructors in the classroom) • Student demand (Average fall semester census enrollment for past 3 years) • Annual # of associate degrees and/or certificates of achievement • How this position will sustain other disciplines and programs. • Validity of rationale in program review for hiring additional faculty. 	<p><u>Criteria for Ranking</u></p> <ul style="list-style-type: none"> • Current staffing status in discipline (% full-time instructors in the classroom) • Student demand (Average fall semester census enrollment for past 3 years) • Annual # of associate degrees and/or certificates of achievement • How this position will sustain other disciplines and programs. • Validity of rationale in program review for hiring additional faculty. 	<p><u>Criteria for ranking</u></p> <ul style="list-style-type: none"> • Current staffing status in discipline (% full-time instructors in the classroom) • Student demand (Average fall semester census enrollment for past 3 years) • Annual # of associate degrees and/or certificates of achievement • Active advisory board • Validity of rationale in program review for hiring additional faculty. • Impact of position on WASC accreditation/approval and other required agency approvals. • Future forecast of the labor statistics (environment scanning) e.g. U.S. Bureau of Labor Statistics (http://www.bls.gov/) 	<p><u>Criteria for ranking</u></p> <ul style="list-style-type: none"> • Current staffing status • Student demand • Impact of position on WASC accreditation/approval and other required agency approvals. • Validity of rationale in program review for hiring additional faculty.