

**SUBMITTING AND RANKING TENURE TRACK FACULTY VACANCIES
BY INSTRUCTIONAL COUNCIL:**

The following is the procedure for submitting and ranking both new and replacement tenure-track faculty positions (Counseling positions are requested through the process described in Administrative Procedure 3263):

1. The full-time faculty obligation number (FON) is determined by the State Chancellor's Office and communicated to the District.
2. Senior Management directs the office of Academic Services to determine the number of positions available for the next year in order to maintain the FON for that year. The Budget Committee reviews FON data from the State Chancellor's Office.
3. The Instructional Council is informed of the FON and the number of available positions. The Instructional Council will establish a date and time that full time faculty requests are due. Full-Time faculty requests not submitted on time will not be eligible to have faculty requests ranked for the subsequent academic year. Dates and times will also be established by the Instructional Council for when data requests will need to be made to the office of Research, Planning and Institutional Effectiveness and when Research, Planning and Institutional Effectiveness will populate and distribute the data to the respective divisions.
4. Academic Divisions submit Program Reviews by the date established by the Institutional Program Review Committee (IPRC). All requests for instructional faculty including non-instructional librarians are to be included in the Program Reviews.
5. Program Review documents and data populated by Research, Planning and Institutional Effectiveness will be available to the Instructional Council.
6. Divisions that submit a late faculty hiring request must appeal to the Instructional Council to have their name included in the faculty rankings and must present rationale to the Instructional Council as to why they should be included in the ranking process. After their presentation, (limited to 5 minutes), a confidential ballot will be conducted to determine if their position(s) should be included in the ranking process. A two-thirds vote is required to allow the position(s) to be included in the ranking process.
7. If an appeal for an emergency hire comes after faculty positions have already been ranked, the confidential ballot will be utilized to recommend to the Superintendent/ President that a new position is hired for this program. For cases

that come after the faculty ranking process, a three-fourths vote is required to recommend a new position to the Superintendent/President. The Superintendent/President has discretion to accept or reject the recommendation.

8. Rating charts with eligible faculty positions listed by division and prioritized by internal divisions rankings will be distributed prior to the Instructional Council meeting where the faculty positions will be ranked.
9. The Instructional Council will discuss instructional faculty including non-instructional librarians requests using data and information included in the Program Reviews at a specified meeting or meetings. During the discussions, divisions may include other pertinent data for consideration by the Instructional Council. Other pertinent data may be presented by an individual who is not a member of Instructional Council. However, each division will limit their entire presentation to the allotted time set forth by the Vice President of Academic Services at the start of the meeting.
10. Voting members of the Instructional Council comprised of Division Chairs and Deans, with no fewer than two faculty to one administrator, compare and rate all submitted requests.
11. Results are immediately calculated by the Academic Services Office and reported back to the Instructional Council during the meeting where the ratings were established or via e-mail later that day.
12. Instructional Council affirms the results and recommends their prioritizations to the Vice President of Academic Services for reporting to the Superintendent/President.
13. The Vice President of Academic Services may present their own rankings to the Superintendent/President and the Instructional Council with a written rationale for their rankings along with the recommendations from the Instructional Council.
14. The Superintendent/President will present their prioritized list of all tenure track faculty positions to District Governance Senate and ask for additional feedback. They will then authorize the hiring of faculty according to the FON and their prioritized list. Any changes to the list are reported back to Instructional Council by the Vice President of Academic Services.
15. The Vice President of Academic Services will direct the appropriate supervisor to submit a HR-5 Personnel Request form with Human Resources.

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