

SUBMITTING AND RANKING TENURE TRACK STUDENT SERVICES INSTRUCTIONAL AND NON-INSTRUCTIONAL FACULTY VACANCIES:

The following is the procedure for submitting and ranking requests for both new and replacement tenure-track, instructional and non-instructional Student Services faculty positions:

1. The full-time faculty obligation number (FON) is determined by the State Chancellor's Office and communicated to the District.
2. The Budget Committee of the District Governance Senate determines the maximum number of faculty positions to be hired based on FON data from the Chancellor's Office.
3. The Office of Academic Services determines how many positions will be available for the next year in order to maintain the FON for that year.
4. The Student Services Council is informed of the FON and the total number of faculty positions available.
5. Written rationale for Student Services instructional and non-instructional faculty positions is developed in Program Reviews and addresses the adopted standard criteria as outlined in the Criteria for Faculty Replacement document that is part of Program Review. Departments/Programs requesting more than one instructional, and/or more than one non-instructional, position(s) indicate which position(s) is their #1 priority, #2 priority, and so on. The Vice President of Student Services compiles a list of the requests with all supporting documentation from Program Reviews for areas requesting positions, including the number of faculty positions to be hired that year.
6. All Program Reviews in which Student Services instructional and non-instructional faculty positions are requested will be pulled from the District repository and distributed to the Student Services Council.
7. All requests for counseling faculty that are to be assigned to a division outside of counseling (ie: Athletics, Agriculture) must be submitted and ranked by the Student Services Council.
8. All Student Services faculty within the division rank all instructional and non-instructional faculty positions requested and forward these rankings to the Vice President of Student Services.

9. The Vice President of Student Services compiles all requests for Student Services faculty positions with all supporting documentation from Program Reviews, including the number of faculty positions to be hired that year as well as both department and division rank, into two lists (one for instructional positions and the other for non-instructional positions).
10. Two rating charts (one for instructional positions and the other for non-instructional positions) listing all eligible Student Services faculty positions with their corresponding department and division rank will be distributed prior to the Student Services Council meeting where the faculty positions will be ranked.
11. The Student Services Council will discuss faculty requests using data and information included in the Program Reviews at a specified meeting or meetings. During the discussions, departments requesting Student Services faculty positions may provide other pertinent data for consideration by the Student Services Council. Other pertinent data may be presented by an individual who is not a member of Student Services Council.
12. Voting members of the Student Services Council shall compare and rate all submitted requests for instructional positions separately from requests for non-instructional positions.

The Student Services Council voting members shall consist of:

- Vice President of Student Services
- Dean of Student Services
- Dean of Student Services
- Dean of Student Services
- Manager, Health Center
- Access and Ability Center Faculty Member
- EOPS/CARE/NextUp Counselor
- General Counselor
- Student Services Instructional Faculty Member
- Division Chair

Non-voting members shall include:

- One Academic Services Dean or Provost
- One Academic Services Division Chair

All voting faculty must be full-time. Faculty will be selected by the department faculty with agreement from the department administrator.

A proxy may be sent if the appointed council member is unavailable to attend. The proxy must have written proof that they have permission to vote on behalf of the council member.

13. Results are immediately calculated by Student Services support staff and reported back to the Student Services Council during the meeting where the

ratings were established.

14. Student Services Council combines both sets of results into one prioritized list including both instructional and non-instructional positions, affirms the results, and recommends their prioritizations to the Vice President of Student Services for reporting to the Superintendent/President.
15. If the Vice President of Student Services does not agree with the Student Services Council recommendations, they will present their own rankings to the Superintendent/President and the Student Services Council with a written rationale for the changes.
16. The Vice President of Student Services provides written commentary on the prioritizations to the Superintendent/President and the Student Services Council. This will include any positions allocated due to mandates (grants, etc.) While lower-ranked positions may be funded by sources other than the general fund (categorical programs, grants, etc.), this will not result in any changes to rankings (For example, if a position ranked #5 is ultimately funded because there are non-general funds available to support it, this will not reduce or eliminate the chances of the top-ranked position being funded by general funds.).
17. The Superintendent/President will present their prioritized list of all tenure track faculty positions (both Academic Services and Student Services, both instructional and non-instructional) 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 the Student Services Council by the Vice President of Student Services.
18. The Vice President of Student Services will direct the supervising administrator of the Department where the new faculty will report to submit a HR-1 or HR-5 Personnel Request form with Human Resources.

Approved: June 11, 2012

Revised: November 8, 2021