Hiring Guidelines for Faculty Positions

LAVC will use the following procedure for prioritizing academic department requests for hiring full-time faculty members.

Planning Process

Step 1: As part of the annual plan process, each department/area submits an Annual Staffing Plan module (see www.lavc.edu/pepc/annualplans.html) by July 1st of each year.

Step 2: Area deans will validate Annual Staffing Plans. In validating the Annual Staffing Plans, Deans will verify that the data submitted in the module is accurate, add relevant context, and have an opportunity to comment on the information submitted by the department/areas. Deans can add additional information to the module submitted by each department/area but should not make changes to the information submitted by the department/area. The deadline for Deans to validate Annual Staffing Plans is September 1st.

Step 3: The PEPC Chair will send out a call for volunteers to all full-time faculty to serve on the faculty hiring prioritization workgroup. PEPC, in consultation with the Academic Senate President, will select the workgroup members to create a faculty hiring prioritization list. The workgroup will consist of three faculty members from PEPC and eight at-large faculty members. The PEPC chair will serve as a nonvoting member of the workgroup and will ensure that the workgroup adheres to the process described here. Every effort will be made to select members from different academic areas so as to have as representative a group as possible in the workgroup. Not more than one faculty member from each department shall be allowed on the workgroup. Faculty from disciplines not requesting positions are especially encouraged to volunteer in order to maintain impartiality. The validated Staffing Modules with the Faculty Hiring Request forms will be distributed electronically to the members of the faculty workgroup for review. The Office of Institutional Effectiveness will provide the workgroup with the appropriate data. This workgroup will be formed by September 15th.

Step 4: Using the rubric provided by PEPC, the workgroup will generate a faculty hiring prioritization list. The following criteria are considered in the ranking process:

- Program Review: The department must be current in its process.
- SLO Assessment: The department must be current in its process.
- Ratio of full-time to part-time faculty in the discipline.
- Ability of the department to support a new FT instructor if it currently has a FT instructor with reassigned time.
- Fill rates in the discipline.
- Reasons for a hire not reflected in other data. (For example, the lack of a FT instructor with the ability to teach a specific course or the pending retirement of a faculty member.)

The specific importance assigned to each criterion is described in the Hiring Prioritization List Rubric.

The workgroup will meet on the last Friday in September to conduct an analysis of all information. The PEPC chair will seek input from a department if the workgroup has questions regarding the request. This input is sought after the workgroup has been formed but before the workgroup meeting. ~~Question and Answer session with departments requesting hires. At the conclusion of the Question and Answer session,~~ T~~t~~he workgroup will rank all requests according to the rubric, taking into consideration any relevant clarifications resulting from the Q&A ~~session~~exchange. The workgroup will forward the list to PEPC by the end of September.

Step 5a: PEPC will ratify the list and forward it to the Academic Senate for approval at the Senate's October Meeting, as well as to the Budget Committee for hiring cost considerations.

Step 5b: As an informational item, the Senate will forward the list to the IEC for discussion at the IEC's October meeting. In addition, the Budget Committee will make a recommendation to the IEC regarding the number of full-time hires that the college should make during the IEC's October meeting.

Step 6: Taking into consideration current college plans, priorities and commitments, college budget, and other factors, the College President determines how many and which requests, if any, are in the best interests of the college. To ensure that departments can announce positions early enough, the College President will announce this decision within one month of receiving the list from the IEC.

The Senate President and the PEPC Chair shall present the President's hiring approvals to the Senate at the next meeting. Departments with approved positions shall be duly informed, and training begins for department chairs on hiring procedures.