Faculty Hiring Prioritization List Rubric

The Academic Senate and PEPC will use a rubric to rank hiring requests in a manner that is fair, transparent, and consistent with the best interests of the College. Where possible, the rubric will use objective data in attempt to treat all hiring requests as fairly as possible. However, flexibility is needed as well because objective data won't always fully characterize the rationale for a potential hire. The rubric below will therefore make use of both objective data and the judgment of the faculty hiring prioritization workgroup.

Hiring requests will be ranked according to the following process:

Part One.

There are four necessary conditions for a department/area hiring request to be ranked.

1. Is the hiring request linked to program review?
2. Is the department making the hiring request current with its program review process?
3. (Starting Spring 2016) is the department making the hiring request current with its assessment of student learning outcomes?
4. Does the department requesting the hire have sufficient FTEF allocation to absorb an additional full-time faculty member?

If the workgroup determines that the hiring request answers affirmatively to all four of these questions, then the request will be ranked. If the workgroup determines that the hiring request answers does not answer affirmatively to all four of these questions, then the request will be not be ranked.

Part Two.

The remaining requests will be ranked in three categories.

Category 1: The ratio of instructional units taught by full-time faculty members to part-time faculty members within the discipline. This ratio will be evaluated using data from the previous academic year.

Requests will be ranked in ascending order. The request with the lowest full time to part time ratio will be ranked first and the request with the highest full time to part time ratio will be ranked last.

Category 2: The average fill rate in classes in the discipline. The fill rate measures how full classes are in a discipline. The fill rate is calculated by dividing the number of students enrolled in a class by the enrollment cap for the class using data from the previous academic year.

Requests will be ranked in descending order. The request with the highest fill rate will be ranked first and the request with the lowest fill rate will be ranked last.

Category 3: A written explanation for why the hiring request is warranted. In the annual staffing module, departments/areas have an opportunity to provide additional rationale for a hire. The workgroup will consider these arguments, looking in particular for compelling reasons for the

hire that are not reflected in Categories 1 and 2. The workgroup will also consider information provided during the Q&A exchange, if one occurred.

The following questions will be included in the staffing modules and will be used by the workgroup:

Justify your request using data from your program review. Your answer should include, but is not limited to, department goals and SLO assessment results.

How will having a new hire affect your program?

Is there any other data/information that should be considered?

Each answers is limited to ~~200~~ 300 words.

The request with the most convincing argument will be ranked first and the request with the least convincing argument will be ranked last.

Part Three.

The workgroup will assign a point value to each hiring request based on its rank among each of the 3 categories listed above. It is possible that a request will be ranked fewer than 3 categories if the category does not apply to a discipline. In the case of Library and Counseling, only category 3 will be applied. Categories 1, 2, and 3 will be weighted equally when assigning point value to hiring requests using the following process:

Point Value = (Rank from Category 1+ Rank from Category 2 + Rank from Category 3)/ the number of categories in which a request is ranked

As an example, if a hiring request had the 4th lowest full time to part time ratio, the 2nd highest fill rate, and 7th most convincing argument in its Annual Staffing Module, then the request would have a point value of 4.33 (point value = (4 + 2 + 7) / 3).

The faculty hiring prioritization list will be constructed using these point values. Hiring requests will be ranked in ascending order where the request with the lowest point value is ranked first and the hiring request with the highest point value is ranked last.