Hiring Prioritization Committee Process

Adopted by Academic Senate, 10-27-2009
Revisions Approved Academic Senate, 5-22-2018

In accordance with the hiring policy and policy of the Academic Senate, the application for requesting positions has been incorporated into the Program Review Annual Update. The application and review process shall be subject to revision by the Academic Senate (to ensure collegial consultation on instructional programs under Title 5 and compliance with Education Code 87360), the AFT Faculty Guild (to ensure compliance with the AFT bargaining agreement), the administration (to ensure the President’s concerns are addressed, including program review), and by the committee (to facilitate the HPC’s need to prioritize position requests.

Each year all faculty and administrators will be notified of the relative need for full-time faculty for each department. Departments, through the Program Review Annual Update, will identify additional permanent full-time faculty as needed. If it is determined there is a need, the department chairperson is responsible for completing and submitting the Departmental Request for a Probationary Position that is part of the Annual Update, which is due every September 30. The department chair/designee must attend an oral presentation to clarify and support the request.

Each fall, the Hiring Prioritization Committee (HPC) convenes annually to evaluate and rank the Departmental requests for Probationary Positions and forwards its prioritization list to the Academic Senate. In the spring, the HPC reviews the form, rubric, and process, and proposes revisions as needed.

Membership

The HPC is composed of the following voting members:

- **Academic Senate** – Two full-time regular faculty members,
  one career/technical and one liberal arts and sciences faculty representative.
  The Academic Senate President presides over the selection process.
- **Chairs Council** – Two department chairs
  one career/technical department chair representative and one liberal arts and sciences department chair representative. The Chair of the Chairs Council presides over the selection process.
- **AFT** – One full-time regular faculty member representing the AFT appointed by the AFT president.

These faculty representatives are selected for two year terms.

- **Administration** – Three administrators representing
  Liberal Arts and Sciences, Continuing Education and Workforce Development, and Student Services clusters serve without term limits.

Responsibilities

- One of the three administrators serves as administrative co-chair.
- One of the faculty representatives serves as faculty co-chair.
- All members are available to meet presumably during the college hour and/or on Fridays (8:00 a.m- 5:00 p.m.),
- All members will receive completed applications along with supporting documentation from the Office of Institutional Effectiveness and Advancement.
- Prior to the interviews, all members read and evaluate the proposals and supporting data and prepare a preliminary ranking based on a pre-approved rubric.
- After interviews and subsequent discussions, HPC members apply the rubric for each request to be used for the final prioritization list. (Each position request should have scores for each section of the rubric as well as a total score.)
Timeline

**February/March:** Academic Senate, Chairs Council, AFT, and Administration select the Committee representatives. The Committee convenes to evaluate the application form and process and forwards any recommendations to the Academic Senate.

**May:** The Academic Senate, in collaboration with the AFT and Office of Institutional Effectiveness, will review the HPC recommended draft and make revisions as needed. The Academic Senate will deliver the final application forms to the Office of Institutional Effectiveness and Advancement to be included in the Program Review Annual Update. Copies of the application are made available to the HPC and the departments.

**October:** Completed applications are made available to the Committee.

**November:** Each Committee member scores each application based on a preapproved rubric. The Committee considers the presentations, discusses each application, and deliberates various concerns, observations and/or analysis. The Committee tabulates the scores and establishes a priority list. In the event that a Committee member is also a member of a department requesting a position, the Committee member does not vote for the position request. The scores are ranked for the development of the prioritization list, which includes the priority order and identifies growth vs. replacement positions. Unless the HPC develops a process to the contrary, replacements will be ranked first according to the AFT Agreement.

If needed, the Committee will also establish a non-recommended list of positions that do not meet a pre-established minimum score on the rubric. The Committee’s recommendations and rubric tallies are forwarded to the Academic Senate.

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