Faculty Hiring Prioritization Request Form: Adult Education

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| Department Name: | Division: |
| Department Contact: | Email: |
| Faculty Position Requested |  |

Instructions: Department chairs complete the form below using information from the most recent Fall semester.

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| 1. How many additional full-time faculty can this discipline support towards reaching a 75/25 full-time to adjunct ratio? \*Use Formula Below to determine number. |  |
| 2. How many approved hires within this discipline are currently unfilled? |  |
| 3. How many growth positions in this discipline are being requested and prioritized before this position? Enter a 0 for a replacement position. Retirements and other departures can be considered replacement requests for up to three years. |  |
| 4. Complete the calculation = (1-2-3) = |  |
| 5. How many full-time faculty were employed in the discipline in the most recent Fall term? Count total number of full-time faculty and DO NOT subtract release time, sabbaticals, etc. |  |
| 6. Complete the calculation = 4/(2+3+5) in the box below (round to two decimal places). This number measures relative need for additional full-time faculty based on the current size of the discipline, factoring in other growth requests. |  |
| 7. Total: Completed calculation provides department relative need (answer from number 6): |  |

**Formula to calculate 75/25 full to part time faculty ratio.**

Choose either formula to calculate the department full to part time ratio.

*Long Formula*:

1. **Total teaching units:** Determine the total number of teaching units offered in the most recent spring semester. (Example, Speech: 225 teaching units. For Adult Ed calculate classes on the basis of 3.0 tu’s per class section)
2. **Determine full-time base load**: Multiply number of full-time faculty by 15. (Example, Speech: 6 full time faculty x 15 = 90)
3. **Determine 75% Mark**: Multiply total teaching units by 75% (Example, Speech: 225 x .75 = 168.75)
4. **Determine # of units that fall in 75% ratio but not taught by FT:** Subtract #2 from #3 (Example, Speech: 168.75 - 90 = 78.75)
5. **Total number of additional full-time**: Divide #4 by 15 (Example, 78.75/15 = 5.25)

*Short Formula*:

0.05 x (total teaching units in Fall in department) – (total number of full time faculty) =

Example, Speech: 0.05 x 225 – 6 = 5.25