

COLLEGE COMMITTEE ON FACULTY HIRING PRIORITIZATION

(approved 4/23/18)

A. Purposes

- Oversees the process for identifying and prioritizing the hiring of new faculty in a fair and equitable manner.
- Reviews requests for new positions and/or vacated positions.
- Recommends for action to the Executive Council allocation and priorities for new faculty hires.
- Annually evaluates procedures and criteria for setting new hire priorities such as but not limited to program growth, replacement of retirements, and unexpected vacancies.
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. Subcommittees

As needed

C. Chairperson(s) (how selected/elected)

1. A faculty member and dean are elected by the voting members for a two-year co-chair term. The term shall commence on July 1 and end on June 30. The co-chairs will be elected on staggered terms. At the inception of the committee, the dean co-chair will be elected for an initial three-year term, and the faculty co-chair will be elected for a two-year term, to create the staggered chair term. All future terms are two years.
2. The committee co-chairs are elected for the following term before the current committee disbands.
3. It is the responsibility of the co-chairs to schedule meetings, prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate, Planning and Budget Committee, and the Executive Council.

D. Other Officers (if any)

None

E. Membership (25 members)

To ensure a fair and equitable process, membership on the committee will rotate on a two-year basis. The committee membership will consist of 11 faculty and 11 managers.

1. Faculty Representatives: One faculty representative from each of the divisions as represented in the Faculty Senate. Division faculty representatives will serve two-year staggered terms (See Terms of Office).
 - a. Every two years, divisions will appoint a new representative from a

different department within the division, beginning in alphabetical order by department name.

- b. One faculty member may be appointed by each of the following instructional areas and confirmed by Faculty Senate:
 - Business Education
 - Counseling
 - Fine Arts & Communications
 - Health Occupations
 - Humanities/Social Sciences
 - Liberal Arts
 - Library & Learning Resource Center
 - Health, Physical Education, Dance & Athletics
 - Science, Engineering & Mathematics
 - Student Services
 - Technology

2. Management Representatives: One dean representative from each of the instructional divisions as represented in the Faculty Senate, plus one rotating member from the remaining deans.

- Business Education and Humanities/Social Sciences
- Counseling
- Fine Arts & Communications
- Health Occupations
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education, Dance & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology

Rotating +1: The managers will select one additional manager from the list below to serve a one-year term. Rotation determined by managers on academic yearly basis.

- Dean of Academic Affairs
- Associate Dean of Adult Education and Diversity Programs
- Dean of Student Support Services (Financial Aid, EOPS)

3. Non-voting members: Vice President of Academic Affairs, Vice President of Student Services, and Faculty Senate President. The Dean of IERP will serve in an advisory role as needed.

F. Terms of Office

1. Two year terms for faculty representatives on the committee. Exceptions will be considered by the Faculty Senate.
2. Divisions will serve two-year staggered terms. At the inception of the committee, members will participate in a lottery to determine which divisions will serve the first two-year term.

3. Managers will serve terms as defined under section Membership E2.

G. Quorum

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 50% +1 of voting membership (12 voting members). All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

1. All actions of the College Committee on Faculty Hiring Prioritization will be communicated to the Faculty Senate, Planning and Budget Committee, and the Executive Council.
2. The faculty co-chair of the FHP will report to the Faculty Senate at least one time each year. The dean co-chair will report to the Planning and Budget Committee at least one time each year.
3. The dean co-chair of the FHP will report to the College Coordinating Committee at least one time each year.
4. The co-chairs will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

To be determined