Process for the Prioritization of Faculty Positions
(Approved Spring 2014)

1. **Division Prioritization:** Local division deans and department chairs will conduct their division position prioritization process informed by the “Guidelines for Hiring New and Replacement Faculty” and their local unit plans. This process will produce a prioritized list of faculty position requests for each division. Unique instructional positions not attached to a division may be brought forward for prioritization by the vice president of instruction or by the Academic Senate president.

2. **Position Proposals:** Prior to the College Position Prioritization Meeting (CPPM) the division deans will produce a position proposal and a job description for each position they wish to advance. These proposals will be submitted to the vice president of instruction (VPI) who will bundle and distribute them to all participants in the process. The proposals should be distributed at least two weeks prior to the CPPM. This timeline will be agreed upon by the VPI and Academic Senate president.

3. **Constituency Meetings:** Upon receiving the position proposals, the college president (or designee) and the Academic Senate president (or designee) will meet with their respective constituencies to discuss the proposals. These constituency meetings provide an opportunity to review the proposals, identify interests, address any questions, and provide clarification. Proposals for specific positions should not be ranked during these constituency meetings.

4. **College Position Prioritization Meeting:** The date of this meeting will be agreed upon by the college president and the Academic Senate president. At the CPPM the following procedures will be used:

   A) The process will begin with a discussion led by the college president (or designee) about the larger college interests and strategic directions that should inform the prioritization process, with the goal of ensuring that all participants will keep the larger view of college needs in mind as they prioritize.

   B) The Academic Senate president (or designee) will present the faculty interests from their constituency meeting.

   C) The division deans will present their division priorities in turn, using the support sheets to develop their arguments and to answer questions from those present. A faculty member for each position proposal (chosen by faculty from within that division) may be present to help answer questions. The faculty member shall be present only during the presentation for which he or she is answering questions.

   D) Ballots will be distributed to the voting participants, with the expectation that the ballots will be returned to the VPI by the end of the day. Voting participants include the following: vice presidents, associate vice presidents, division deans, dean of research and college planning, dean of student Services, Academic Senate executive committee, and chair of the Curriculum Committee.
5. **Prioritization List:** Immediately following the voting, the VPI and Academic Senate president (or designee) will tabulate the results and create the list of prioritized positions. The Academic Senate president and college president will then meet to review the list and discuss any possible changes. After this discussion, the college president adjusts the initial prioritized list according to his/her judgment and returns the amended list to the vice president of instruction, who forwards it to the other participants in the CPPM and then prepares the documents needed for the District Faculty Prioritization Process.

Ordinarily the final list of position priorities as approved by the president will be valid until the next fall process; however, depending on the number of positions the college receives from the district in December (and how far the college can go down its priority list) and the potential for extra positions through the late-retirement or 75/25 compliance-number adjustment process, the November prioritized list may be revisited and re-prioritized.

6. **At the District Faculty Position Prioritization:** The vice president of instruction and vice president of student services and enrollment management present the college priorities, using the proposal sheets as defense for the priorities.