



2018 - 2019 FULL-TIME FACULTY REQUEST

REQUEST FOR PROPOSALS

DUE FRIDAY, OCTOBER 5TH BY 12:00 NOON

Date: September 21, 2018

To: Deans and Vice Presidents

From: Dr. Jennifer Taylor-Mendoza, Vice President of Instruction

RE: Fulltime Equivalent Faculty Request for Proposal (FTEF – RFP)

Request for Proposals

The FTEF Allocation Committee is requesting your prioritized proposals (approximately 21 between all of the divisions) for allocating new and replacement full-time faculty positions should the opportunity become available. We understand that it is not certain that the college will have the opportunity to fill any positions, new or vacated. However, should the opportunity arise, the committee is interested in going through the course of action to ensure deliberate consideration and implementation of the process that was developed and implemented by the college administration and Academic Senate. The proposals are due to the Office of Instruction by 12 noon on Friday, October 5, 2018.

Process

The process allows a short public presentation of the requests by the Division Dean. This will allow the committee to hear the main issues and receive answers to questions should they have any. Also, the committee will be inviting any interested parties to attend the meeting and hear the presentations.

Timeline and Prioritizing Requests

Please note the attached timeline. Please work with your division faculty and submit an RFP for positions you would like considered. If you submit a request for more than one position, please prioritize them for the committee in the space on the RFP marked “Division Priority Level”. If they are not prioritized when they arrive, the Office of Instruction will prioritize them for you.

Conclusion

This note is a reminder to engage the faculty in your division in a discussion of faculty hiring priorities such that you can submit the completed request form. Submission of RFP’s and priority designation does not guarantee that the college will be able to hire fulltime faculty; it will only ensure our preparedness should we gain that opportunity. Thank you.

Attachments: Timeline, Process and Membership
FTEF Request Form

Cc: Garcia, Dr. Angélica
Committee members

FTEFAC (FULL TIME EQUIVALENT FACULTY ALLOCATION COMMITTEE)

MISSION:

The FTEFAC is charged with developing and recommending a prioritized list of strategic allocations of Full Time Equivalent Faculty (FTEF) in order for the college to meet its mission of serving the educational needs of the community.

MEMBERSHIP:

- 7 Faculty Members from Instruction Divisions: representatives from each instructional division drawn from the Strategic Planning and Allocation of Resources Committee (SPARC) membership and appointed by the Academic Senate. [two year terms with half the faculty alternating each year – including the counselor)
- 1 Counselor (appointed by Academic Senate)
- Instructional Dean – appointed by the President
- 1 Student Services Dean – Appointed by the President
- VP, Instruction, (Convenes committee)
- VP, Administrative Services- Ex Officio as the budget resource person

ROLES AND RESPONSIBILITIES OF FTEFAC MEMBERS:

- Attend all FTEFAC meetings (Orientation meeting; Position Presentations; Discussion and Prioritization)
- Understand the proposals coming from the area the member is representing
- Attend respective division/department meeting regarding position allocation
- Be attentive to and participate in other college committees where the FTEFAC member may be members
- be familiar with campus goals, priorities, challenges, needs, and issues related to faculty hiring

OTHER NOTES:

- Positions that are required to meet licensing, legal or external accreditation requirements will take priority in the FTEF allocation process.
- Categorical and grant funded positions do not go through the FTEFAC process.
- Replacement requests are made through the respective dean to the vice president, using the faculty request form. The vice president will present a recommendation to the president. If the position is not replaced, the position will be added to the next FTEFAC allocation process.

2018-2019 SKYLINE COLLEGE FTEF ALLOCATION PROCESS AND TIMELINE

STEP	DATES	ACTIVITY	NOTES
One	3 th Week of September	Letter with FTEF applications sent out to deans. Through Comprehensive Program Plans and Annual Program Plans, deans, working with division faculty, identify Full-time Faculty needs for the division	Individuals, groups of faculty, administrators, ASCC, departments, programs, projects or planning entities can forward requests.
Two	3 rd /4 th week of October	FTEFAC holds orientation meeting including: * Budget overview by VPAS * process method for reviewing and ranking requests; guidelines for presentations	Orientation meeting is mandatory for FTEFAC members
Three	3 rd week of October	Division Dean forwards Division prioritized requests to the respective Vice President who then forwards prioritized requests to the FTEF Allocation Committee (FTEFAC) via the VP of Instruction.	Forwarding requests and priority should be developed in consultation with division faculty.
	2 nd /3 rd week of November	FTEF Allocation Committee Position Presentation Meeting: Deans make 10 minute presentation including time for clarification questions (not advocacy statements) *Invite Academic Senate to FTEF Presentations	Meeting open to the college; required attendance for FTEFAC members; Academic Senate members encouraged to attend.
Four	4 th week of November	FTEFAC Meeting for identifying recommended priority list for faculty positions. A recommendation is forwarded to Academic Senate for review prior to joint deans/vps meeting.	Mandatory meeting for FTEFAC members
Five	2 nd week of December	The Academic Senate representatives and Deans/VPs representatives have joint meeting to discuss recommendations.	
		VPI and VPSS consider recommendations from FTEFAC and from the joint Academic Senate and deans/vps meeting.	
Six	2 nd week of December	VPI consults with the Vice President of Student Services and submits a recommendation to the President: (Recommendation to include information regarding the FTEFAC recommended list and any minority report if there is one.)	The final report is shared as an information item in participatory governance committees.
Seven	3 rd week of December	President will consider recommendations and communicate results to College Governance Council.	College Budget Committee will give budget recommendations to President.

2018 - 2019 FULL-TIME FACULTY REQUEST FORM

APPLICANT INFORMATION

DATE OF REQUEST:	
DIVISION:	
DIVISION PRIORITY LEVEL:	
DEPARTMENT/PROGRAM TO WHICH FTEF REQUEST WOULD BE ALLOCATED:	

PLEASE COMPLETE THE FOLLOWING AS CONCISELY AS POSSIBLE. ADDITIONAL DATA (WSCH/FTE, AMOUNT OF REASSIGNED TIME BEING USED IN DEPARTMENT, PERCENTAGE OF COURSES BEING TAUGHT BY FT VS. ASSOCIATE FACULTY, ETC.) WILL BE SUPPLIED TO THE ALLOCATION COMMITTEE VIA THE RESEARCH OFFICE TO SUPPLEMENT THE INFORMATION PROVIDED WITH THIS REQUEST.

FACULTY STAFFING HISTORY

TOTAL FT FACULTY CURRENTLY TEACHING IN THE DEPT.	
TOTAL FULL-TIME FTE IN THE DEPARTMENT:	
THIS POSITION WILL BE:	New
	A replacement. Please Indicate person being replaced and position control number:

CRITERIA

A. *List in Bullet Points the most important reasons why the department feels this position is needed.*

B. What are the goals/focus of the program? State how the program contributes to the mission and priorities of the College and District. (APP #II.A.)

C. How does this request align with your program assessment of student outcomes? (APR #II.C.)

D. How does this request align with your action plan? (APR #IV.B.)

E. How does this request support closing equity gaps in student success in the program?

F. For Instructional positions: fill in the following data for the past 3 years. (use APP data)

Topic	Fall 15	Spring 16	Fall 16	Spring 17	Fall 17	Spring 18
FTES						
Load						

For positions that are primarily not classroom-based, please provide supporting data appropriate to the position. (Use a three year timeframe, if possible)

Topic	Fall 15	Spring 16	Fall 16	Spring 17	Fall 17	Spring 18

Given the numbers reported above, why is it essential to fill this position?

G. If this is a position for a new program, provide data (and the sources) and other information that projects student and course demand.

*H. How will the college and program be affected if the position is **not** approved?*