

Staffing Prioritization Overview and Frequently Asked Questions (FAQs) 2017/18

Colleagues,

We are pleased to share that the Staffing Prioritization Task Force has completed its ranking process for **faculty positions**. As the list starts to make its way around the campus, we wanted to provide some context on the staffing prioritization process this year so that you are aware of how the recommended hiring priorities lists were developed, how they are being vetted, and how they will be forwarded to the President for final review and approval. To help with this, we have created a Frequently Asked Questions (FAQ) document regarding the staffing prioritization process for faculty.

If you have any questions or feedback about the processes, please contact your Staffing Prioritization Task Force representative:

Faculty Representatives:

- Dan Curtis, Instructional Program Review Co-Chair
- Beth Viersen, Student Services Program Review Co-Chair
- Kim Dudzik, Executive Program Review Co-Chair/Academic Senate President

Classified Representatives:

- Ari Ahmadian, Classified Senate President
- Rabie Al-Shaikh, Administrative Services Co-Chair

Administrative Representatives:

- Pat Setzer, Instructional Program Review Co-Chair
- Jessica Robinson, Student Services Program Review Co-Chair
- Sahar Abushaban, Administrative Services Program Review Co-Chair
- Bri Hays, Executive Program Review Co-Chair
- Jesus Miranda, Associate Dean of Equity and Engagement

FAQs

How are full-time faculty position requests submitted?

Short Answer: Through program review

The Details: Requests for new and replacement full-time faculty positions may be requested by departments through the program review process. The Faculty Position Request Form (available here: <https://www.cuyamaca.edu/college-info/planning/program-review.aspx>) submission deadline is the same as program review deadline (for this year, the deadline was February 12th). These requests should be derived from a program or department goal (a new faculty position is not a goal in and of itself; rather, it is a means to achieve a broader goal that is focused on improving the program or department). Given that the program review process is currently being refined to better facilitate truly integrated planning, and that there was some confusion regarding program review and resource request submission requirements for this year, requests submitted in the two weeks following the deadline were accepted and reviewed by the Staffing Prioritization Task Force. Requests submitted *more than two weeks late* were reviewed at the discretion of the Task Force.

Who makes the recommendation for full-time faculty hiring priorities?

Short Answer: The Staffing Prioritization Task Force

The Details: The Staffing Prioritization Task Force, originally convened in 2016 by the Cuyamaca College Council, makes recommendations regarding full-time faculty positions. The Staffing Prioritization Task Force includes 10 members, who were identified by the initial task force charge provided by College Council. For 2016/17 and 2017/18, these include the following members:

- Administrative Co-Chair, Instructional Program Review and Planning Committee
- Faculty Co-Chair, Instructional Program Review and Planning Committee
- Administrative Co-Chair, Student Services Program Review and Planning Committee
- Faculty Co-Chair, Student Services Program Review and Planning Committee
- Administrative Co-Chair, Administrative Services Program Review and Planning Committee
- Classified Co-Chair, Administrative Services Program Review and Planning Committee
- Administrative Co-Chair, Executive Program Review and Planning Committee
- Faculty Co-Chair, Executive Program Review and Planning Committee
- Classified Senate President
- Associate Dean of Equity and Engagement

Faculty hiring priority recommendations are sent to the Academic Senate for review and endorsement and to the Cuyamaca College Council for review and approval. Lastly, the priorities are forwarded to the President for a final decision.

How are faculty positions prioritized?

Short Answer: By scores an established rubric focused on data, critical need, and the College's strategic priorities

The Details: Members score each individual faculty position request on 4 criteria identified in the Faculty Position Request Scoring Rubric, available here: <https://www.cuyamaca.edu/college-info/planning/files/Program-review-files/Staffing-Request-Form-Files/RevisedRubric-Faculty-Hiring%202017-18-Table1.pdf>

Each member of the Staffing Prioritization Task Force scores each request according to the rubric (with criteria scores ranging from 1 to 5) and a total score for each request is calculated (with a minimum of 5 points and a maximum of 20 points). These scores are then combined across all Task Force members for an aggregate score for each requested position, and the positions are ranked in descending order by this aggregate score. The Task Force members then meet to discuss the rankings and share the rationale for their total scores for each position. As a pilot in 2017/18, the deans of each major division provided feedback regarding each requested position within the context of the entire division. This feedback, along with information provided in the department's program review and Faculty Position Request Form, was taken into account in the Critical Need rubric criterion.

In an effort to increase communication and transparency, in 2017/18, the Staffing Prioritization Task Force is providing summary feedback and rationale regarding the ranking of each requested faculty position.

How are faculty hiring priorities communicated to the campus?

Short Answer: Through the Staffing Prioritization Intranet Site and College Website (coming soon!)

The Details: Faculty hiring priorities are currently published on the College's Staffing Prioritization Task Force [intranet site](#) (found within the Cuyamaca College Council webpage). For 2017/18, the priorities will also be posted publicly on the College's new Integrated Planning webpage (linked to the [Institutional Effectiveness, Success, and Equity webpage](#)) to ensure they are widely available to the campus community. The Staffing Prioritization Task Force recommendations for faculty hiring priorities are being discussed at both College Council and Academic Senate meetings and are posted as attachments or meeting materials on their respective governance group pages. In addition, each requesting department will be provided with feedback on its specific request(s).