**Position Requested**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Semester:** \_\_\_\_\_\_\_\_\_\_\_

**STEP 1:** Gather and create a list of position requests from Program Reviews/APU’s.

Compile necessary data for college and discipline productivity and FT/PT ratio.

**STEP 2:** Faculty requests for positions are ordered numerically, based on the rubric below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **3 - High** | **2 - Medium** | **1 - Low** | **0 – Not Applicable** |
| College Mission | Part of a degree or certificate or transfer G.E. area OR part of CTE Program OR basic skills area |  |  | Not part of a degree or certificate or transfer G.E. area OR part of CTE Program OR basic skills area |
| PRODUCTIVITY  Ratio of FTES/FTEF (Productivity Numbers/ Prior Academic Year) in Subject | Ratio = 10% or more above college average (bearing in mind mandated maximum enrollments) | Ratio = college average +/- 9.9% (bearing in mind mandated maximum enrollments) | Ratio = 10% or more below college average (bearing in mind mandated maximum enrollments) |  |
| PT/FT RATIO  Ratio of Full-Time to Part-Time Instructors in Subject[[1]](#footnote-1) | No full-time faculty at BCC (more than 20 units per semester) | PT:FT ratio above average | PT: FT ratio below average | Subject or subject specialty or program with no more than 20 units available for full-time faculty member |

**STEP 3:** The administrative team will provide a narrative to identify college-wide needs and direction for the chairs to incorporate into the “narratives”. Department chairs will provide “narratives” about their positions to give all chairs full information about each faculty request. Order for the presentation day will be alphabetical.

Written narrative:

* Limit to 2 pages of text and data, bullet points suggested
* Alignment with college-wide goals
* Make a case for subject specialty

Oral narrative:

* 5 minutes total for narrative presentation and questions—narrative presentation no more than 3 minutes

**STEP 4:** Department chairs rank positions from most needed (1) to the least needed (the total number of requested positions). The rankings are compiled and a final list is formed and forwarded to Senate and Roundtable.

**STEP 5:** Senate provides feedback to chair’s list and forward recommendation to President.

Roundtable makes recommendations to go along with the initial chairs list and forward recommendation to President.

**STEP 6:** President provides announcement of decision and explanation if there are any changes to the initial list.

**Ideal Timeline:**

**November – Step 1, 2, 3, 4 & 5 🡪 December – Step 6 🡪 January – Step 7**

Definitions

*-subject specialty* - subcategory of subject (examples: art history, creative writing, video production)

*-subject* - catalog designation/discipline (examples:  English, math, psychology, biology)

*-program* - an organized sequence or grouping of courses or other educational activities leading to a defined objective such as a major, degree, certificate, career certificate, job career goal, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education

*-department* **-** chair area/cluster of subjects (examples:  social sciences, sciences)

1. [↑](#footnote-ref-1)