

# **MOORPARK COLLEGE**

## **Faculty Prioritization Assumptions, Criteria, and Ground Rules**

Approved by Academic Senate 2021-10-05

### **Assumptions for Prioritization**

- I. The prioritization result serves as a recommendation to the President. If the President chooses to deviate from the order of the prioritization list, it is agreed that the President will discuss the decision with both the Academic Senate Council and the Deans Council.
- II. When a vacancy occurs due to retirement or resignation, there is no automatic replacement of that position in the same department. In the event of an unanticipated retirement or resignation, the President will make the decision whether to replace that full-time position immediately, or whether to use those funds to open the next position on the priority list.
- III. List of faculty priorities does not carry over from one year to the next. This process will generate a new list each year in the fall in preparation for early advertisement in the spring. A one-year extension may be granted in the following situations:
  - A position cannot be filled for reasons other than a change in program needs (e.g. lack of adequate candidate pool)
  - A position was opened contingent on funding have completed the screening process and finalists have been named by the President.
- IV. In order to provide a balance between classroom and non-classroom faculty, within the priorities a ratio of at least 1 non-classroom faculty position to every 10 classroom faculty (hired) will be honored in non-classroom faculty positions that have been proposed.
- V. Positions that are legally mandated (e.g. for accreditation) will not be in the prioritization queue, and will be automatically filled based on need.
- VI. Positions that will be funded from restricted general fund (categorical) sources will not be placed in the prioritization queue; they will instead be presented for information only to Joint Council.

### **Suggested Criteria for Prioritization**

Note: These are not listed in order of importance; each voting member determines which criteria are most important to them but are asked to be consistent in their determination.

- 1) A vital program will cease to exist if the position is not filled.
- 2) The need to fill the position is based on a specific program need, such as specialization, area of expertise, or maintenance of program quality or safety concerns.
- 3) The Full-time to Part-time ratio of faculty teaching the classes (as indicated by % FT in the Program Planning Data Report).

- 4) A position generates FTES (considering % of productivity goal, aggregate WSCH, and other factors which indicate size and efficiency of program in generating FTES).
- 5) Demand for a program is projected to increase, based on current program growth, increasing need in the community and workforce, and/or greater opportunities for transfer of courses to other colleges.
- 6) The programs or positions, whether teaching or non-teaching faculty, supports other programs or positions.
- 7) There have been recent retirements or other departures from the positions, as well as recent replacements for such positions.
- 8) Appropriate facilities, support staff, and other material resources are available to support the position.
- 9) Any other considerations implicit in the program plans related to college mission, college-wide needs, and strategic directions.

The members of both Councils entered this process fully aware that hiring full-time faculty is among the most important decisions we make, one that impacts the college both immediately and in the years to come.

### **Ground Rules for Discussion**

- We represent the interest of the college community as a whole. It is our expectation that decisions will be made based primarily on campus-wide needs and opportunities.
- Everyone has reviewed all relevant materials, thus no presentation or reading of program plans will be done by the co-chairs of the Prioritization Meeting.
- We spend a total of three minutes for discussion of each discipline request; we are allowed a maximum of six minutes for multiple requests within a discipline. A draft ballot sheet including times for discussion will be sent for review before the Prioritization Meeting.
- Any faculty member may present a faculty request – but may not vote unless they are members of the Academic Senate Council. Non-voting presenters will have the option of presenting virtually.
- When we present or discuss a program request we will make no reference to any other program requests, either for or against.
- In the case of an unavoidable absence, alternates may vote on our behalf, as ratified by the AS Council or approved by the VP for Academic Affairs as appropriate. For departments with only one faculty member, we may pick an alternate from another department.

- If a last-minute emergency occurs, in a time frame that does not allow an alternate to prepare sufficiently, we may submit an absentee ballot provided we do so in time to be counted with everyone else's vote.
- Members must be present throughout the Joint Council meeting in order to be eligible to vote. Technological issues will not disqualify a member from voting.
- All voting will be performed by electronic ballots or paper ballots. Electronic ballots are to be submitted by email to both the Senate President ([ereese@vcccd.edu](mailto:ereese@vcccd.edu)) and Senate Secretary ([nblock@vcccd.edu](mailto:nblock@vcccd.edu)). Paper ballots are to be handed to a Senate Officer.
  - Name must be entered on the ballot to comply with the Brown Act
  - Contact number included on ballot for possible follow-up
  - Ranking: High (5), Medium (3), Low (1)
  - All ballots are to be submitted at the conclusion of the Prioritization Meeting