

## Full-Time Faculty Position Request Form 2018 - 2019

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This form is used by departments and programs to request new or unfilled faculty positions relying on Program Review and/or other justifications. Submit one form for each position requested. For multiple positions, indicate priority of request (e.g., Subject Position 1, Subject Position 2, etc.). Forms are due to Division Deans by September 15, 2017.

Position Requested:

Contact Person:

Discipline/Division:  Starting Term: Fall  Spring

This form requires the use Enrollment Management Tool data, which can be found at the following link: <http://www.laspositacollege.edu/researchandplanning/FacultyPrioritization.php> (If you have any questions about the data, please contact Rajinder Samra 925-424-1027 or [rsamra@laspositacollege.edu](mailto:rsamra@laspositacollege.edu)) or your Dean. The data will be verified by the Dean. Do not attach data spreadsheets.

Check if position is a: Replacement  or New

If replacement: What is the position code? (see Dean)   
 Name of the person being replaced:   
 Length of time position(s) unfilled:

### CRITERIA

1. Number of Full-Time Faculty currently in Discipline:   
 If requesting more than one position, add 1 to this number for each subsequent position requested.
2. Percentage of FTEF taught by full-time faculty as load for the past six semesters, and projected for one year assuming a successful hire. (Use data from link above. If requesting more than one position, see Rajinder Samra to determine the projected numbers.)

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	<u>Projected</u> Fall 2018	Spring 2019
<input type="text" value="N/A"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. a. For Instructional Faculty: WSCH per FTEF for the past six semesters (use data from link above):

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
<input type="text" value="N/A"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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b. For non-instructional faculty (librarians and counselors): Student/Faculty ratio for the past six semesters, and projected for one year assuming a successful hire. Divide headcount by number of full-time faculty. For example: 8000 students divided by 3 full-time faculty. 1:2666

(If requesting more than one position, see Rajinder Samra to determine the projected numbers).

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	<u>Projected</u> Fall 2018	Spring 2019
1:1001	1:967	1:1315	1:1284	1:1166	1:1149	1:743	1:743

#### 4. Program Characteristics:

- a. List the courses taught and/or work performed in the discipline.  
(Be brief and specific. Use your Program Review to complete this section.)

The Counseling Department will be asked to provide academic, career, and personal counseling to students enrolling in the non-credit program once negotiations between the college district and the Faculty Association are completed. Rather than being reactive, the Counseling Department would like to be proactive about asking for support. The proposed 50% Non-Credit / 50% General Counselor will be assigned to work with English as a Second Language (ESL) faculty members, the Adult School Manager, and other college personnel to help with outreach, assessment, advisement, student educational plan, and course registration. The proposed position will also help ensure that there is an alignment between non-credit and credit curriculum to help create pathways for students and help the college meet student enrollment goals.

- b. Total number of primary sections as identified in data taught in the discipline in each of the last six semesters (use data from link above):

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
N/A					

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c. Student enrollments in the classes taught or number of students served in each of the last six semesters (use data from link above):

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
N/A					

d. List special characteristics of the discipline such as: (Be brief and specific. Use your Program Review to complete this section.)

- Mandated class size limits due to state, contract, and accreditation standards.
- Facilities
- Number of courses out of the total number of courses in the discipline that meet General Education Requirements
- Number of courses out of the total number of courses offered that are required as part of an AA/AS degree, certificate or transfer
- Discipline provides basic skills courses
- Discipline provides mandated and specialized services to students
- Other

The Counseling Department has been asked to provide support services to a growing number of students enrolled at the college while also tasked with supporting new programs including, but not limited to, the Title V Hispanic-Serving Institution Gateway to Success, Puente Project, and Umoja learning communities, and special student populations such as athletes and international students. While the Counseling Department is dedicating to helping all students regardless of program participation, constraints on personnel have severely limited the availability of counselors for one-on-one appointments needed to develop comprehensive student educational plans and help students who are in need of academic and/or progress probation assistance. There is no counselor assigned to help with non-credit students because it simply does not exist but if the non-credit program grows as anticipated counseling personnel will be required to help ensure success of the program.

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5. Describe how courses and/or services in this discipline impact other disciplines and programs. (Be brief and specific. Use your Program Review to complete this section.)

The Counseling Department works closely with all academic divisions and programs college-wide. The non-credit program will not be an exception to this rule. The Counseling Department wants to help support the successful launch of the non-credit program and envisions working with teaching faculty to develop pathways from the non-credit program to the credit program at the college. Counseling support will be sought by students enrolled in the non-credit program and the Counseling Department is committed to helping but sufficient personnel is required to help ensure compliance with state guidelines and initiatives while helping the college meet institutionally related benchmarks and minimums (e.g., number of graduates, number of degrees conferred, etc.) that are aligned with the college's accreditation standards.

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6. If this is the first full-time position in the discipline, discuss: (Be brief and specific. Use your Program Review to complete this section.)

- b. Justification for the position.
- c. Projected start-up costs for equipment, facilities, and support staff for the first three years.
- d. Projected enrollment growth for the next three years, starting with the first semester of the projected faculty hire.

The Counseling Department is proposing a 50% Non-Credit / 50% General Counselor to assist with the development and support of the college's non-credit program. Currently, there is no counselor assigned to non-credit. It is anticipated that the first subject to be taught in the non-credit program will be English as a Second Language (ESL). Counseling envisions the counselor being assigned to help with outreach, assessment, student educational plans, and transition from non-credit to the credit curriculum.

There are no projected start-up costs for equipment, facilities, and support staff as the position will be housed within the Counseling Department.

7. What are the impacts on students, the discipline and the college of NOT filling this faculty position? What are the programs/courses/services that have not been or cannot be offered due to the vacancy? (Be brief and specific. Use your Program Review to complete this section.)

Not hiring the 50% Non-Credit / 50% General Counselor position will severely impact the ability of the college to successfully launch a non-credit program given that support services that will be needed by students enrolled in the non-credit program and the restrictions of non-credit students from benefiting from long-standing or learning communities at the college because of their enrollment in non-credit courses. Students in non-credit will not be eligible for financial aid and will not be eligible to participate in programs such as EOPS, Puente, or Umoja. This means that a counselor will not be assigned to assist non-credit students if a counselor is not hired specifically for this segment of the student population.

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**8. Any additional information that addresses justification of the position. If multiple positions are being requested, this is an opportunity to differentiate the justifications for additional positions.**

The proposed 50% Non-Credit / 50% General Counselor position being requested is a unique position that does not exist at the college due to the virtual non-existence of a non-credit program. However, the Counseling Department supports the college's efforts to initiate a non-credit program and wants to be included from the onset to help ensure the success of students in the non-credit program.

Historical student:counselor ratios based on load assigned to full-time general counseling only, and does not account for faculty assignments to special programs or other assignments. For example, for 2015-2016, ratio was calculated using 7.0 full-time equivalent general counselors. For 2016-2017, three new general counselors were hired and assigned as follows: 1.0 HSI, 1.0 General, .5 Umoja, .5 Puente. Thus ratio was calculated using 8.0 full-time equivalent general counselors; actual ratio may be slightly lower when accounting for the small cohorts of students in HSI (59 students), Puente (91 students), and Umoja (24 students). However, future student:counselor ratio projections based on adding 1.0 full-time counseling faculty regardless of breakdown of requested assignment. Additional information available upon request.

The Counseling Department plans to submit new faculty requests for the following:

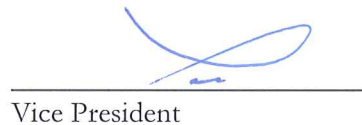
1. 50% Athletic Counselor / 50% General Counselor
2. 100% General Counselor
3. 50% Middle College Counselor / 50% General Counselor
4. 100% General Counselor
5. 50% Non-Credit / 50% General Counselor\*

\*Only the last position noted above will have an emphasis on the non-credit program.

**Signatures:**

  
Requestor

Dean

  
Vice President

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Full-Time Faculty Request Form 2016-17: FHPC Revisions May 3, 2012, Sept. 18, 2012, April 30, 2013, December 4, 2015; Presented to Academic Senate-January 27, 2016

