

# Full-Time Faculty Position Request Form 2022 - 2023

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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 10, 2021.

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:

Date Retirement/Resignation is Board Approved:

If position is categorically funded, indicate source and duration of funding:

### 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.)

#### Projected

Fall 2018   Spring 2019   Fall 2019   Spring 2020   Fall 2020   Spring 2021   Fall 2022   Spring 2023

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
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3. a. For Instructional Faculty: WSCH per FTEF for the past six semesters (use data from link above):

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
<input type="text"/>	<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.

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

Projected

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2022	Spring 2023
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 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.)

- b. Total number of primary sections as identified in data taught in the discipline in each of the last six semesters (use data link from page 1):

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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c. Student enrollments (FTES) in the classes taught (use data link from page 1) or number of students served in each of the last six semesters:

Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 associates degree, certificate or transfer
- Discipline provides basic skills courses
- Discipline provides mandated and specialized services to students
- If position is categorically funded please add source and duration of funding
- Other

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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.)

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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.)

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

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.)

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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.

Signatures:



Requestor

Date



Dean



Vice President

### **Emergency Replacement Request: “Rationale about the timing of the hiring action”**

- Although Music has been progressively returning to in-person instruction as a hard-to-convert discipline, next year is the first full return since the pandemic. Music was hit extremely hard by the pandemic. We need the full time faculty member in place to recruit incoming high school students and have a fully functional program so we can rebuild program enrollment.
- 2022-23 will be critical for full return to travel performance and competition schedule for students, which was not allowed for nearly two full years. This type of travel is critical for exposure for students to secure transfer opportunities into Music programs that require auditions. This is not something we can have a part-time faculty member undertake.
- The recording studio was just completed this semester and is still being brought up to full capacity. In fall it will be fully operational, and we have secured CTE funding for the full-time faculty member to teach both the Music Technology courses within the academic year. We are working to recruit more students and build a program past our current 2 courses. The connection with our Industry Advisory Board is critical to understand and respond to current Music Technology needs to ensure employable skills. Moreover, the financial value of the equipment and software in the Studio is very high, and the need to keep everything maintained and updated is critical. Again, this is not something we would have a part-time faculty member undertake. Everything was purchased with a full-time faculty member as the lead responsible for this Studio.
- The SCFF cliff is still in limbo, and it’s not clear if the “hold harmless” will remain in place. The SCFF rewards CTE programs like Commercial Music: Music Technology and Commercial Music: Scoring for Film and Multimedia – both of which incorporate MUS 35 and MUS 36. We currently do not have a part-time faculty who can teach either of those classes, and they would have to be cut from the offerings most likely, which would negatively impact the district’s SCFF points. Moreover MUS 35 consistently fills, so it would be a productivity loss in general.
- Simply put, the loss of the 2022-2023 year with a full-time faculty member will negatively impact the program, the students, and the Studio.

#### 4. a. Continued

- Rotates as Department Coordinator
- Coordinates MUS 38 Applied Music Program
- Program Coordinator Music Technology:  
CTE Commercial Music Advisory Board Meetings, Certificate development and oversight, Career development, Collaboration with Performing Arts Technicians
- Oversee Recording Studio and Keyboard/Music Technology Lab:  
Responsible to Safeguard and Maintain High Value Equipment and Software, Collaborate with Campus Technology, M&O and Other Departments
- Oversee Live Performance Music Technology Equipment in Choir Room:

Responsible to Safeguard and Maintain High Value Equipment for live performances and jazz ensemble rehearsals

#### 4. d. Continued

Without a faculty member who can effectively teach and recruit for vocal classes and the growing music technology program, there is a major concern that students will be unable to complete their degrees and CTE certificates, and that classes and ensembles will be cut due to low enrollment. Only a FT faculty will be able to maintain the high level of artistry, musicianship and industry standard training we have come to expect from our vocal and music technology students.

#### 7. Continued

Coming out of Covid, there is momentum in the music department. The program is finally growing again, and we must build on this momentum by replacing this position. This full-time faculty member provides significant one-on-one advising to students, including those working toward certificate and degree completion, as well as transfer. Vocal students continue to transfer to top rated programs, and part of their transfer includes preparation for auditions in order to achieve acceptance into the Vocal Music Program. Ian also serves as the Music Faculty lead for working with the Collaborative Pianist who is a classified professional hired to accompany the vocal programs, musical theater, and support students one-on-one in vocal coaching and lessons.