

# Las Positas College

## Faculty Hiring Prioritization Process

### **Faculty Prioritization Process**

Hiring faculty on a timely basis is essential to finding the best-qualified candidates. This time line allows positions to be awarded at the earliest possible date.

The full FHPC will meet before the date of the completed Faculty Position Request Forms are due to the Dean to discuss college goals, review the blank Faculty Position Request Form, receive training regarding the interpretation of data from CEMC chair or Director of IR, and receive input from the non-voting members. At this first meeting of the academic year, Deans will update the FHPC on any positions from the previous year that were posted, but whose searches were incomplete. These positions receive a one-year grace period and do not require a new position request form unless the position is substantially different. If more time is needed, the committee can reconvene before reviewing the Position Requests.

In order to maximize attendance by committee members, all efforts will be made to schedule meeting days and times after Town Meeting or division meetings.

The completed Full-time Faculty Position Request Forms should be made available before the preceding academic year and are due in the division office on the Friday before the September Division Meeting. This allows for all requests to be reviewed by Deans before presentation and review at the September Division meeting. These requests will be forwarded to the FHPC. The FHPC will then meet no later than the week before the second Academic Senate meeting in October to allow for adequate public comments and discussion of the positions, and rank the positions during a separate, additional meeting. Categorically funded positions will be identified, including funding source and duration. The committee will decide on a case-by-case basis whether to consider these positions in the ranking process. Retirement resignation replacement positions will be included in the ranking regardless of board approval. The FHPC does not make recommendations on whether funded positions are Fall or Spring hires. Minutes and rankings will be made available to the Senate before the Senate reviews and approves the rankings. In the event of a tie among position rankings, the FHPC will review the tied rankings, recommend a prioritization of the tied rankings, and provide a written rationale for the recommendation(s) with the rankings.

The FHPC will send forth the position rankings to the Academic Senate by the second week in October for review.

If the Academic Senate approves the rankings, the rankings will go forward from the Senate to the LPC President's office as a recommendation.

If there are any disputes raised by the Academic Senate, the FHPC will reconvene to review the concerns. The FHPC will either reaffirm the rankings or make changes considering the Academic Senate's concerns. In either case, the Senate will forward the FHPC recommendation along with

a written description of Academic Senate concerns to the LPC President's office by fourth week considering the Academic Senate's concerns. In either case, the Senate will forward the FHPC recommendation along with a written description of Academic Senate concerns to the LPC President's office by fourth week in October. If the President chooses a different prioritization, the committee requests the President meet with the committee before moving forward with the new prioritization.

In the event of unexpected funding for faculty positions, the FHPC may hold an additional meeting to discuss the position(s) on a case-by-case basis, and whether to recommend these positions or hiring.

### **EMERGENCY REPLACEMENTS**

"Emergency Replacement" refers to the situation where a full-time position is vacated unexpectedly and a new hire is recommended to the College President outside of the normal ranking process. Retirements, resignations, and deaths do not necessarily justify an emergency hire. The FHPC will determine whether or not a sudden, unexpected vacancy justifies an emergency hire by considering the following criteria:

1. External discipline accreditation requirements
2. Health and Safety requirements
3. Difficulty in recruiting and/or retaining part-time faculty
4. Impact on student success and completion
5. Impact on faculty non-teaching duties specific to the program (e.g. facilities and/or equipment coordination, travel, recruitment/outreach)
6. Classified support status (instructional assistants, lab technicians, etc.)

The process for requesting an Emergency Replacement is as follows:

A completed Faculty Position Request Form must be submitted to the FHPC through the appropriate division dean who must verify and approve the emergency nature of the request. The faculty Position Request Form will include an explanation about the need for continuation of the vacated position and the rationale for the emergency timing of the hiring action.

The FHPC will hold a special meeting after the dean forwards the request to the FHPC.

Based on the information provided in the form, the FHPC will decide by consensus whether to recommend immediate replacement of the position, to consider the position within the existing rankings\*, or to request that the application be submitted through the regular process the following year. If multiple Emergency Replacement requests are reviewed at the same time, the FHPC will rank them in order of priority based upon the criteria listed above. Recommendations will go to the Academic Senate, along with a rationale. If there are any concerns formally raised by the Academic Senate, the FHPC will reconvene to review them. The FHPC will either reaffirm the recommendation(s) or make changes considering the Academic Senate's concerns. In either case, the FHPC reports its decision to the Senate and forwards its final recommendation, along with a written description of Academic Senate concerns and the FHPC response, to the College President.

No meetings to consider an Emergency Replacement will be held outside the regular academic year. If an emergency request that meets criteria 1 or 2 is received outside the regular academic year, the

dean will confer with the FHPC Chair, the other deans on the committee, and the Academic Senate President. If they decide by consensus that an emergency hire is necessary, they will make that recommendation to the College President.

\*an unexpected vacancy meeting criteria 1 or 2 above will be recommended for emergency hire outside of the existing rankings; all other unexpected vacancies *may* be ranked alongside the existing rankings.

Revised by Subcommittee: 2/26/10 and 3/5/10; Revised by FHPS 3/9/2012; Revised by FHPS 4/11/2013; Revised by FHPS 4/16/2013; Revised by FHPC 8/20/2013, April 2015, December 2015, Revised by FHPC 01/24/2017, Revised by FHPC 03/12/2019, Revised by FHPC 05/14/2020, 12/07/2022

