

Santiago Canyon College Academic Senate

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SENATORS

Business and Career Education

Deeley, Steve 2016
Salcido, Andrew 2017

Continuing Education (OEC)

Quimzon, Eden 2017

Counseling & Student Services

Aguilera, Leonor 2017
Baldizon-Rios, Nena 2016
Crabill, Phillip 2016

Humanities and Social Sciences

Cannon, Cari 2017
Howell, Scott 2016
Dela-Cusack, Lisa 2017
Reed, Stephen 2017
Umali Kopp, Christine 2016

Fine & Performing Arts and Communication

Womack, Melinda 2016

Library

Freidenrich, Leah 2016

Mathematics and Sciences

Bailey, Denise 2017
Cummins, Shawn 2016
Hovanitz, Eric 2016
Taylor, Mike 2017
Frost, Alicia 2017

Adjunct

Matthews, Evangeline 2016
Lorton, Melinda 2016

EXECUTIVE BOARD MEMBERS

President

Evet, Corinna 2016

Vice President

Mettler, Mary 2016

Secretary/Treasurer

DeCarbo, Michael 2016

Curriculum Chair

Wagner, Joyce 2016

Resolution S2016.16

Adoption of Spring 2016 Academic Senate of Santiago Canyon College Faculty Hiring Process

Moved: Professor Mettler

Seconded: Professor Cummins

Whereas, California Education Code 87360(b) requires that "hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board";

Whereas, The faculty of Santiago Canyon College actively participate in developing faculty hiring priority recommendations to the college President each academic year; and

Whereas, A taskforce of the Academic Senate of Santiago Canyon College was developed to evaluate and make recommendations regarding the Faculty Hiring Process as part of a periodic process review;

Resolved, That the Academic Senate of Santiago Canyon College adopt the Spring 2016 Academic Senate of Santiago Canyon College Faculty Hiring Process.

Date Presented: 17 May 2016

Date Approved: 17 May 2016

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

Process for Requesting a Faculty Position

1. PLAN AHEAD! Ensure that your Department Planning Portfolio has identified the position as necessary.
2. Any member of the department may submit a request; however this is typically done as a group effort.
3. A notification from the Senate President will be sent out during fall Flex Week with the deadlines for that year. [previous step 6]
4. Begin creating your request during fall Flex Week. This will allow for discussion during Department Meetings. Anticipate your needs in the spring, so you begin fall semester with the idea that you will be requesting a position.
5. Ensure that you notify your senator of your request.
6. Request data from the Vice President of the Academic Senate by the Wednesday of Week 1 at 5pm. There will be an email reminder about this during fall flex week. You will receive your data by Wednesday of Week 2 or sooner.
7. Complete the Faculty Hiring Request Form in collaboration with your department chair, senator and division dean.
8. Submit the Faculty Hiring Request Form by the deadline, Thursday of Week 3 – by 5pm
9. Remember that this form will become the source of information to advocate your position. The Senate has adopted this Faculty Hiring Request Form to be the only method by which the Senate will consider requests. Following the discussion in Senate, the prioritized list is sent to the college President who makes the final decision on faculty hires.

Timeline for Requesting a Faculty Position

FALL Flex Week (Monday or Tuesday):

- The Academic Senate President sends out an email to all full time faculty calling for requests and announcing deadlines; the *Process for Requesting a Faculty Position*, the *Timeline for Requesting a Faculty Position*, and the *Santiago Canyon College Faculty Hiring Request Form* will be included.
- Faculty begin work on completing the *Faculty Hiring Request Form*.

Week 1 – Wednesday by 5pm – Notice of Intent and Data Request:

- Every department must submit a notice of intent via email to the Academic Senate President (regardless if the position is pursued).
- Email the Academic Senate Vice President with department data requests.

Week 1:

- *Faculty Hiring Request Forms* should be shared with division deans. The deans then have a chance to talk to their faculty, and faculty can make revisions as they so choose.

Week 2 – Wednesday by 5pm - Data Returned:

- The Academic Senate Vice President will return department data.

Week 3 – Thursday by 5pm:

- Faculty must submit their *Faculty Hiring Request Form(s)* to the Academic Senate President via email.

Weeks 3 – 4:

- The Academic Senate President will prepare a summary of the hiring requests. The Academic Senate Vice President will prepare the *Past 5 Year's Hiring Request Rankings* and *Past 5 Year's Hires and Separations*.

Week 4 – Wednesday by 5pm:

- The Academic Senate President will electronically distribute the "Rankings Packet" to all faculty by the second Tuesday of October. The *Current Year's Hiring Request Summary*, the *Past 5 Year's Hiring Request Rankings*, the *Past 5 Year's Hires and Separations*, the *Instructions for Using the Forced Ranking Sheet*, and the *Official Forced Ranking Sheet* will be included.

Weeks 4 & 5:

- Senators read the documents, solicit feedback from constituents, and rank the positions using the *Official Forced Ranking Sheet*.

Week 6 – Monday by 5pm:

- Completed *Official Forced Ranking Sheets* must be submitted by senators only, in accordance with the *Instructions for Submitting Position Requests*, to the Academic Senate mailbox.
- The results will be tallied by the Academic Senate Executive Board and a table, identifying the vote of each senator, will be prepared and electronically distributed to the faculty.

First Senate Meeting in October/November:

- The rankings will be recorded into the minutes.
- The Academic Senate President will submit the list to the College President.

SANTIAGO CANYON COLLEGE FACULTY HIRING REQUEST FORM
(Only 1 position request per form)

The following information will be used by the senate to assist in the ranking of faculty hiring requests. No one part on this form will guarantee a position; nor is any one part more important than the other. The sections are divided into: DPP description and goals, full to part time ratio, history of the request, enrollment demand, and educational services.

Department:	
Position:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Job description:	

SECTION 1: DPP GOAL	
List the goal(s) in your DPP Plan that support this request.	
Goal(s):	

SECTION 2: EDUCATIONAL SERVICES
INSTRUCTIONAL SERVICES & FACILITIES IMPACT:
Would failure to fill the position result in the department's inability to schedule all courses or offer a program in the discipline?
Would failure to fill the position result in the closing of a laboratory or other instructional facility?

STUDENT SERVICES:

Would failure to fill the position result in limiting student services or programs?

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CENTRALITY TO MISSION:

How does the position meet the community college mission of transfer education, occupational training, basic skills, and non-credit adult education?

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SECTION 3: HISTORY OF THE REQUEST

Is this a replacement position?			
Is this a brand new position for the campus?			
Is this a non-classroom faculty position?			
List hires within the past 5 years (include date)			
If requesting multiple positions, give priority of this request for your department.			
Most recent request date		Rank received	
2 nd most recent request date		Rank received	
3 rd most recent request date		Rank received	
4 th most recent request date		Rank received	
5 th most recent request date		Rank received	
6 th most recent request date		Rank received	

[Insert Data Chart Here & Include Alt Tag for accessibility]: