

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

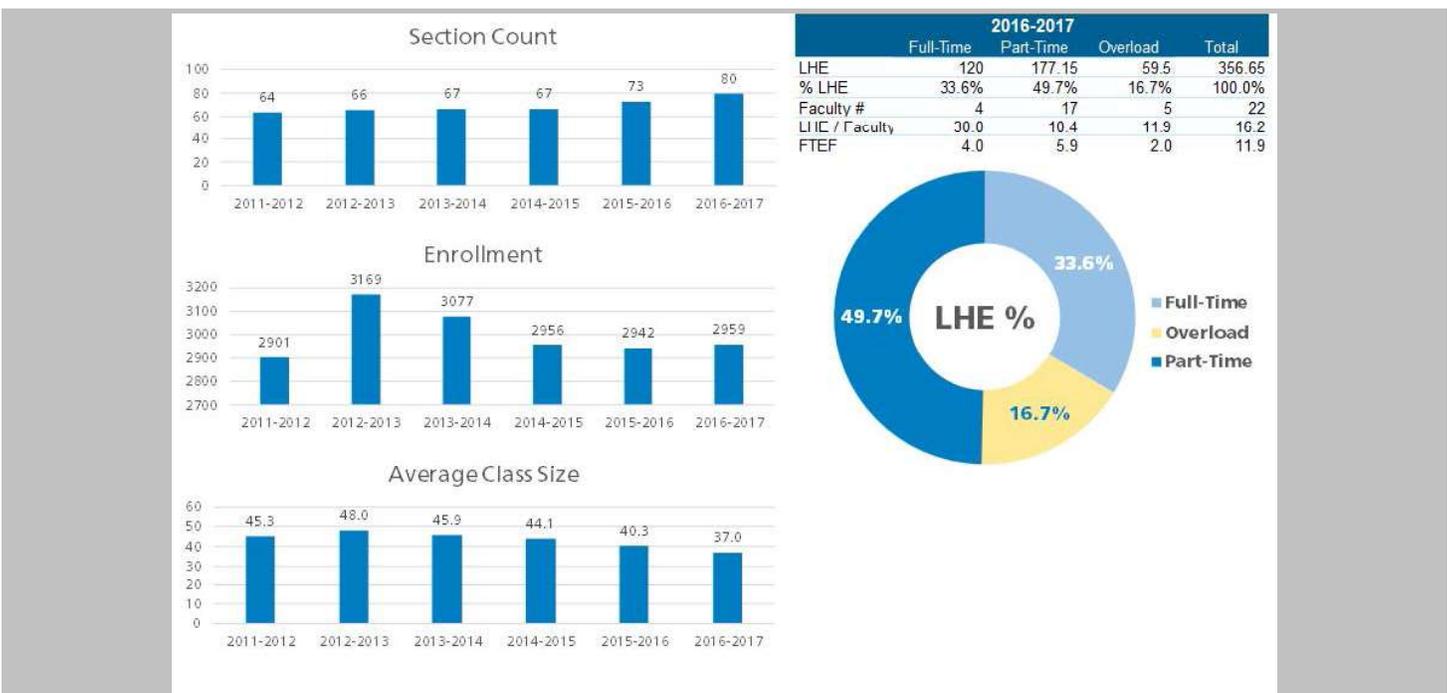
The following information will be used by the senate to assist in the ranking of faculty hiring requests. No one part on this form will guarantee a position; nor is any one part more important than the other.

Department:	Biology (Life Science)
Position:	Cellular Biology and Microbiology Instructor <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Job description	Provide a description that would be similar to one used by Human Resources to advertise the position
Teach cellular biology (Bio 211) and our microbiology courses (Bio 139, 229). May also be needed to teach our biotechnology courses (Bio 190-197) for our new Biotechnology Program.	

DPP GOAL
In order to link our budgeting to our planning, copy the goal from your DPP that specifically requests this position.
Hire another full-time instructor due to high student demand in our cellular biology, and microbiology courses.

EDUCATIONAL SERVICES	
Would failure to fill the position result in an inability to schedule all courses or offer a program in the discipline?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would failure to fill the position result in the closing of a laboratory or other instructional facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would failure to fill the position result in limiting student services or programs in the next academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a non-classroom faculty position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If this a replacement position, whom will this position replace?	Charleen Powers
If requesting multiple positions, rank the priority of this request among the other requests from your department.	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

[Insert Data Chart Here]:



Use this area to address any answers on the previous page and explain how this position meets the community college mission of transfer education, occupational training, basic skills, and non-credit adult education. (4000 character limit)

As you can see from the data above, 50% of our total load is taught by adjuncts. Thus, we have need of two full time faculty positions in order to keep up with the demand in the number of courses in our department. We are only requesting one position, in order to relieve the high demand on our adjunct pool.

Due to the limiting space in the DPP section, I'm continuing our DDP goals that will be full filled by this new hire.

DPP Goals:

To support the new Biotechnology program, and to expand these course offerings to meet current student demands.

Develop new laboratory manuals and new hands-on activities for our new biotechnology laboratory courses.

To develop and implement the 6 new biotechnology certificates and programs.

To enhance student learning through activity based, hands-on laboratory activities.

To improve student outcomes through SLO assessment by freeing up time for our full time faculty.

To enhance student retention in our biotechnology program through new and improved activities and assessment.

To increase our student transferability rates through the goals above.

Due to the limiting space in the Educational Services section, let me explain the full impact that a new hire would relieve.

Educational Services:

The wait lists for cellular biology/biotechnology/microbiology were large enough to fill 3 more sections each semester.

Failure to hire an additional full time faculty member would not allow us to staff our expanding microbiology & biotechnology courses.

We already have 13 out of 17 adjunct faculty that cannot teach any other sections due to maximum load.

A lack of additional full-time faculty has severely limited the students' opportunities for taking cellular biology and/or microbiology courses, which forces the students to look for classes at other campuses.

With our expanding Biotechnology Program, our full-time faculty have been teaching other courses and thus we are left with more open classes.

The adjunct pool has been shrinking due to the hiring of full-time faculty by other schools.

It has been difficult to find qualified adjuncts to fill these specialized courses due to the subject matter.

We need an expert cellular biologist that can participate in sharing the responsibility for our cellular biology, microbiology & health microbiology courses in order to increase student retention and success.

We need this new hire to help expand the Health microbiology courses and build the new Biotechnology Program.

A lack of additional full-time faculty has severely limited the students' opportunities for taking biotechnology courses, which is therefore limiting their ability to earn the 6 certificates we have in this program.

We do not have enough full-time faculty to offer both our general microbiology and health microbiology courses.

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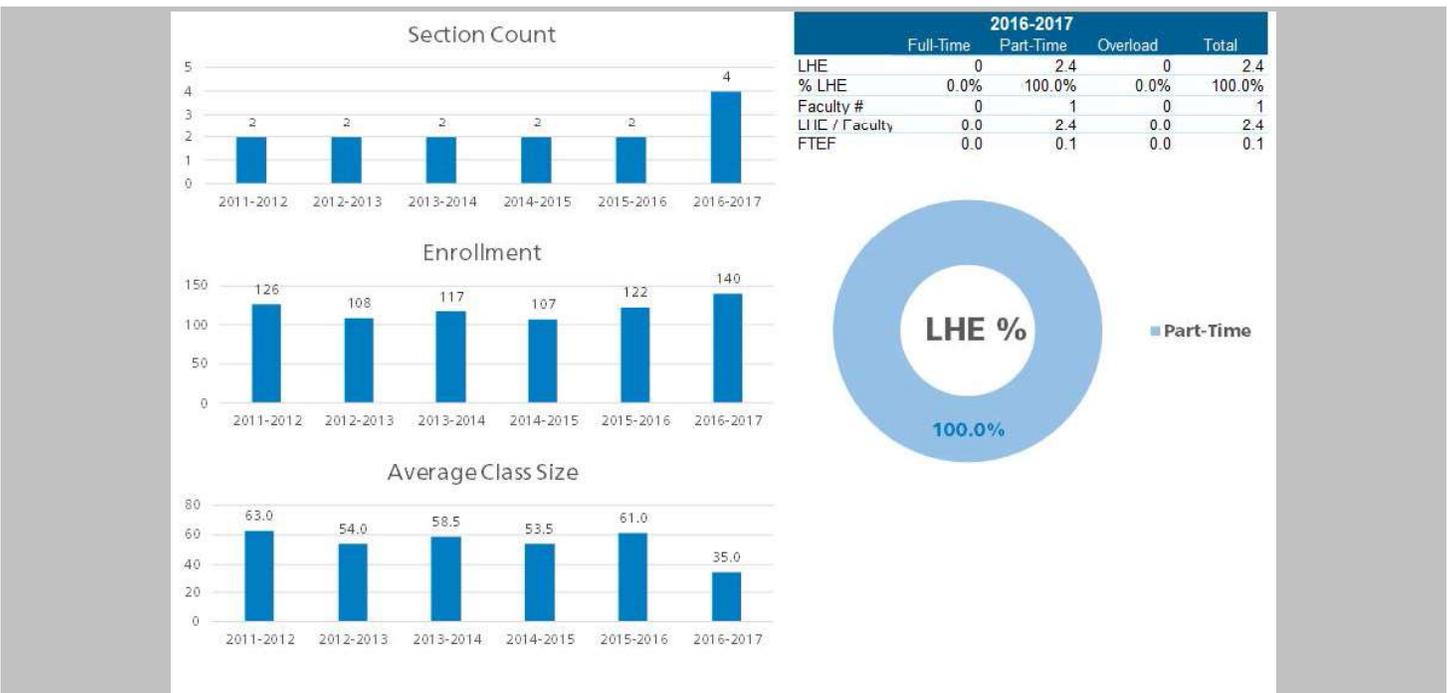
The following information will be used by the senate to assist in the ranking of faculty hiring requests. No one part on this form will guarantee a position; nor is any one part more important than the other.

Department:	Adults with Disabilities				
Position:	Specialized Instruction (DSPS) Noncredit Instructor	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Job description	Provide a description that would be similar to one used by Human Resources to advertise the position				
Teach all assigned Adult with Disabilities classes, which may include evening or off-campus assignments. Maintain accurate records of student enrollment, attendance, and academic progress. Assist in maintaining course outline for each assigned course. Participate in department committees and activities.					

DPP GOAL	3.3
In order to link our budgeting to our planning, copy the goal from your DPP that specifically requests this position.	
3.Increase enrollment to better serve our community's needs through greater participation and utilization of space, resources, and labs located in other SCC off-site centers	

EDUCATIONAL SERVICES	
Would failure to fill the position result in an inability to schedule all courses or offer a program in the discipline?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Would failure to fill the position result in the closing of a laboratory or other instructional facility?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Would failure to fill the position result in limiting student services or programs in the next academic year?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a non-classroom faculty position?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If this a replacement position, whom will this position replace?	
If requesting multiple positions, rank the priority of this request among the other requests from your department.	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

[Insert Data Chart Here]:



Use this area to address any answers on the previous page and explain how this position meets the community college mission of transfer education, occupational training, basic skills, and non-credit adult education. (4000 character limit)

This position meets the community college mission of noncredit adult education by supporting the growth of the new Adults with Disabilities program (AWD). AWD was created to bridge the gap between K-12 and Adult Transition students with disabilities who are in need of workforce preparation skills, or the social skills necessary to successfully transfer independently to the credit side.

AWD classes are specialized classes that meet the educational and personal needs of each student in a group setting. The student population has increased three times from spring of 2017 to fall of 2017. AWD instructors will need to specialize in special education using universal design for learning to help each student maximize their potential. As stated in the Continuing Education Division mission statement, this position will help students acquire "the necessary technical and academic skills to reach their personal, educational, and career goals so they can benefit from, and contribute to, a changing American society as productive, active members of their communities (Continuing Education Mission Statement)."