


## MEMO

**TO:** Division Chairs  
Tim Brown, Career & Technical Education  
James Thompson, Fine & Applied Arts  
Lupe Guillen, Health Careers  
Ann Marie Wagstaff, Language Arts  
Vickie Dugan, Health, Physical Education & Recreation  
Joel Wiens, Natural Science & Mathematics  
Jay Hargis, Social Science  
Maria Roman, Student Learning Services

**FROM:** Rosa F. Carlson 

**DATE:** October 13, 2015

**SUBJECT:** Faculty Requests for 2016-17

The three colleges have been asked to submit a list of faculty positions for the 2016-2017 in priority order by November 18, 2015. At this point in time, Porterville College has received three (3) open faculty positions.

Divisions need to review each request and prioritize as a division, prior to submitting to the Academic Senate for their approval and ranking. I am requesting that the Academic Senate review, discuss, analyze, approve and prioritize at least five (5) faculty positions. Three (3) of the positions are open and we may need an additional two (2) positions in the event of other retirements/resignations to meet the FON. The Deans and Vice Presidents will also be reviewing the faculty needs of their area. These five priority positions include the replacement of four faculty members and two additional positions. After the PC Academic Senate has ranked the position, the requests needs to be shared with the College Council and then forwarded to me for the final recommendation to the Chancellor.

Please consider the following in addition to the information requested in the attached form:

- PC needs to review all of the needs of the existing educational programs we cannot automatically replace one faculty position in the same subject area.
- What Core Mission does this faculty position align with?
- Are new programs included in the Program Review and Educational Master Plan in your division that currently has no full-time faculty to expand the educational program?
- Future educational needs
- Include the justification for each position being requested including: 1) waitlists, 2) labor market statistics, 3) course requirements, etc.

Remember that the hiring of faculty, staff and administrators is one of the most important functions we perform in assuring the success of our students and the future of the College. The Academic Senate is working with Michael Carley to include more current and relevant information on the faculty request forms. The Senate will send out the form as soon as they are completed.

cc: Executive Administrative Council members  
Michael Carley, Institutional Researcher

Academic Senate Officers – Stewart Hathaway / Buzz Piersol  
Andreia Cuevas, PC Human Resources Manager