**Request for New/Replacement Faculty Position**

**2021-2022**

This form is to be completed by the division chair for each new faculty position being requested. Completed forms are to be turned in by a due date determined by the Academic Senate each fall. Please answer all questions and include as much information as possible to support your request.

The Academic Senate will rank all of the positions requested and forward its ranking to the College Council and college president for review. The college president makes the final decision regarding all faculty hires.

**POSITION REQUESTED:**

Is this position new or a replacement?

* New
* Replacement: [list person(s) being replaced]

**DIVISION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIVISION CHAIR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL INFORMATION REGARDING POSITION REQUEST:**

Which of the following areas of need will be addressed by this position? (check all that apply)

* Transfer to 4-year colleges
* General education
* Basic Skills instruction
* Vocational instruction
* Student Support Services

Is this position addressed in the college’s Educational Master Plan and/or the most recent Program Review for the area?

* Yes (please cite below)
* No (please explain why below)

Identify any resources the hiring of this position will require. Do not include salary and benefits, but please list things such as a computer, office space, equipment, and other related resources the new faculty member would require.

List any classes likely to be taught by this individual. If the position is primarily non-teaching, please describe the person’s assignment.

**PROGRAM REVIEW DATA-BASED JUSTIFICATION:**

Provide the following data measures for the past 5 academic years in classes/subjects to be taught by the faculty (as applicable). Program review data can be obtained by subject from the 2015-16 report on the Institutional Research web page below. Attach the 4-page report(s) to this document.

<https://www.kccd.edu/institutional-research/reports/subject-1>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **2016-17** | **2017-18** | **2018-19** | **2019-20** | **2020-21** |
| **Enrollment at Census** (pg 2) | |  |  |  |  |  |
| **Average number of students per section** | |  |  |  |  |  |
| **First Day Waitlist**  (pg 2) | |  |  |  |  |  |
| **FTEF** | ***TOTAL*** |  |  |  |  |  |
| (pg 2) | *Full-Time* |  |  |  |  |  |
|  | *Overload* |  |  |  |  |  |
|  | *Adjunct* |  |  |  |  |  |
|  | *Summer* |  |  |  |  |  |
| **FTES** (pg 2) | |  |  |  |  |  |
| **Degrees & Certificates**  (pg 4) | |  |  |  |  |  |

**OTHER JUSTIFICATION:**

Provide here qualitative/anecdotal information that supports hiring this full-time position:

* **Availability of part-time/overload faculty**
* **Compliance with state regulations/accreditations:**
* **Maintaining “one-full-time-faculty” program:**
* **Long-term community needs/support:**

(Document with Advisory Committee, Program Review or other recommendations for increased staff).

* **Maintaining certificate/degree/transfer program:**
* **Courses are part of a core program and/or a graduation requirement:**

(Identify program(s) and/or applicable graduation requirements).

* **Potential for development in a related and/or emerging discipline:**

(Identify source for growth potential).

* **Potential for multi-discipline expertise:**

(Cite discipline and justify need within each discipline).