

## **FULL TIME FACULTY HIRING PRITORIZATION PROCESS**

Every fall Coastline College's Academic Senate prioritizes the order of hiring of full time faculty by discipline.

Before the end of September, the Academic Senate President sends out a call college-wide, targeting department chairs and deans, asking for presentations requesting a discipline full time faculty member. The announcement includes the deadline to request a presentation time slot, the date presentations to the Academic Senate will occur, the guidelines of the presentation, the approximate time allotted for each presentation, and the rubric to be used in determining prioritization. No exceptions will be made if the deadline to make a presentation and the deadline for turning in information for the presentation are not met. Any faculty member, academic dean, or the Vice President of Instruction or Vice President of Student Services may make a presentation. The prioritization should take place before the end of October.

In preparation of the prioritization of hiring of full time faculty, a report from the Program and Department Review Committee will be made to the Academic Senate providing specific information from each discipline's Program Review from the preceding year. Complete Program and Department Reviews will be available to all Academic Senators.

The selection process will be determined by the Academic Senate before the date of presentations. Only Academic Senators and pre-determined administrators (see voting process) who attend all the presentations will be allowed to vote. The prioritization will be presented at the next Academic Senate meeting, unless the tabulation is completed before the end of the meeting at which the presentations are made; in this case the announcement will be made at the presentation meeting. Once the announcement to the Academic Senate is made, the Academic Senate President will send a formal letter to the college president, asking for a determination of how many and which disciplines will be forming search/hiring committees before the end of the fall semester. The college's president's response will be in writing to the Academic Senate. Search/hiring committees will immediately be formed according to the process in Board Policy, and these committees will be confirmed by the Academic Senate.

The prioritization order will remain in use until the next prioritization list is determined. Should additional slots for full time faculty become available, the Academic Senate should be notified immediately, and a formal request be sent from the Academic Senate President to the college president to form search/hiring committees using the prioritization list. All Tenure Review Committees will be confirmed by the Academic Senate. Should a tenure not be completed, the Academic Senate will be notified immediately. The Academic Senate should determine if the discipline whose tenure process was incomplete should form another search/hiring committee, or if there are extenuating circumstances, should the next discipline on the prioritization list. The Academic Senate President will send a formal request of the Academic Senate's determination to the college president, who will respond to this request.