**2022-2023 SRJC Faculty Staffing Process**

**Data Form**

**DUE WITH NARRATIVE FORM & CLUSTER RANKING – OCTOBER 14, 2022 by 5 PM**

**Email all documents to Victor Tam (**[**vtam@santarosa.edu**](mailto:vtam@santarosa.edu)**) and**

**Megan Lowry Reed (**[**mlowryreed@santarosa.edu**](mailto:mlowryreed@santarosa.edu)**)**

**Submitter Information**

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| Name of Cluster Dean: |
| Name of Department Chair: |
| Name of Program Coordinator (if different): |
| Cluster: |

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| **CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS** |
| Department: |
| Discipline: |
| Instructional type (Check all that apply):  Credit  Non-Credit  Allied  CE |
| Site(s) of requested position:  SR  PET  PSTC  SWC  Shone |
| Is this request included in PRPP?  Yes  No   * If no, please provide an explanation: |
| Is this a growth position (increase in current FT FTE)? Yes  No |
| Does target program currently have contract faculty?  Yes  No |
| Has the department identified external budgetary resources (grants, categorical state funding, etc.) to fund or partially fund this position?  Yes  No   * If yes, please explain. |
| The new faculty position would teach courses in the following (check all that apply):   * in department’s degree program * in department’s certificate program * GE program * in prerequisites for core courses in programs in or outside of discipline   + Identify: |
| Would this position provide expertise that current discipline faculty do not possess?  Yes  No   * If yes, identify expertise and service or course need: |

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| **CE Position Requests Only** |
| Current labor market demand in Sonoma County (or larger regional area, if appropriate).  Please cite source of data and include link. |
| Projected labor market demand in Sonoma County (or larger regional area, if appropriate) over the next 3-5 years.  Please cite source of data and include link. |

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| **CRITERION #2: STUDENT & STAFFING NEEDS** |

**NOTE: Please use site specific data, where appropriate.**

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| **CONTRACT FACULTY (use current data for Fall 2022)** |
| Number of contract faculty members in department (headcount): |
| Number of contract faculty in discipline (headcount): |
| Total FTE of contract faculty (data provided): |
| Total FTE of reassign time for contract faculty: |
| Total FTE of overload assignments (data provided): |
| Net loss/gain in number of discipline contract faculty from F19 to F22 (data provided): |
| Net loss/gain in number of discipline contract faculty at target site from F19 to F22 (if different from department; data provided): |

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| **ASSOCIATE FACULTY (use current data for Fall 2022)** |
| Number of associate faculty members in department (headcount): |
| Number of associate faculty members in discipline (headcount): |
| Total FTE of associate faculty members (data provided): |

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| **RATIOS (historic data provided)** |
| % of associate FTE in department:   * Spring 2022: * Fall 2021: * Spring 2021: * Fall 2020: * Spring 2020: * Fall 2019: |
| % of associate FTE in discipline, if different:   * Spring 2022: * Fall 2021: * Spring 2021: * Fall 2020: * Spring 2020: * Fall 2019: |

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| **ALLIED ASSIGNMENTS** (Counseling, DRD, Athletics, Library, etc.) |
| FTES/FTEF recommendations from national or state groups/associations, if any: |
| Cite source for and provide link to above data: |

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| **ALLIED ASSIGNMENTS - CONTINUED** |
| If any, provide other data metrics or recommendations that inform appropriate staffing levels in the discipline/department: |

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| **STUDENT DEMAND (historic data provided)** |
| Productivity (FTES/FTEF) over the past 3 years:   * Spring 2022: * Fall 2021: * Spring 2021: * Fall 2020: * Spring 2020: * Fall 2019: |
| Enrollment efficiency (fill rate) over the past 3 years (data provided):   * Spring 2022: * Fall 2021: * Spring 2021: * Fall 2020: * Spring 2020: * Fall 2019: |
| Is the department/discipline able to meet staffing demands with current associate faculty?  YES  NO   * If no, when was the last associate hiring process and how many were hired? |
| If this position is not approved, will core classes be cancelled?  Yes  No   * If yes, please explain: |

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| **CRITERION #3: STUDENT EQUITY NEEDS** |

* **Departments/disciplines can request course completion data by submitting the following form by Sept 26:** [**https://forms.gle/1yLPnn5sZNnisShn6**](https://forms.gle/1yLPnn5sZNnisShn6)
* **Course completion data will be provided by OIR on October 3 to FSC and Clusters.**
* **The data provided will include the following:**
  + **Successful course completion rate at the discipline level compared to the District average**
  + **Demographic data of successful completers disaggregated by ethnicity, financial aid status, and first-generation status.**
* **Programs may choose to utilize this information as they deem appropriate in the narrative form as part of their faculty staffing request.**

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| **CRITERION #4: DISTRICT, STATE, AND SOCIETAL PRIORITIES** |
| **Degrees and Certificate Data (historic data provided)** |
| Number of local AA/AS degrees awarded in discipline for each of the last 3 years (if applicable):   * 2019-2020: * 2020-2021: * 2021-2022: |
| Number of ADT degrees awarded for each of the last 3 years (if applicable):   * 2019-2020: * 2020-2021: * 2021-2022: |
| Number of certificates awarded in discipline for each of the last 3 years (if applicable):   * 2019-2020: * 2020-2021: * 2021-2022: |

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| **Program Review** |
| When last was the program reviewed under Policy 3.6?  What was the Policy 3.6 determination?  Vital  Further Information Require  Discontinue  Voluntary Discontinuance  Revitalize Evaluation Report Req  Other |
| % of SLOs assessed in discipline (data provided): |

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| **CRITERION #5: MANDATES** |
| This position request is required to fulfill a licensing and/or accreditation mandate?  YES  NO   * If yes:   + Identify agency:   + Provide language of requirement:   + Provide link to relevant language: |