**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****) and**

**Megan Lowry Reed (****mlowryreed@santarosa.edu****)**

**Submitter Information**

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

|  |
| --- |
| **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:
 |

|  |
| --- |
| **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.       |

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

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

|  |
| --- |
| **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):       |

|  |
| --- |
| **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):       |

|  |
| --- |
| **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:
 |

|  |
| --- |
| **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:       |

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

|  |
| --- |
| **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:
 |

|  |
| --- |
| **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.**

|  |
| --- |
| **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:
 |

|  |
| --- |
| **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):       |

|  |
| --- |
| **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:
 |