

Faculty Hiring Priorities Committee (FHPC) Off-Cycle Faculty Request Form

FINAL DRAFT

Department:	
Position Title:	
Requestor:	
Department Chair:	

Off-Cycle Faculty requests will be turned in via the program review steering committee and must meet the following criteria to be considered:

Reason for Off-Cycle Request

- Unexpected/Recent vacancy of sole faculty member in a discipline
- Unexpected/Recent loss that significantly hinders the functions of the department and/or would raise compliance or certification issues
- Unexpected/Recent loss that will result in possible loss of program accreditation
- Other, please describe:

Please support your answers with data provided by IESE and any additional departmental data that demonstrates need. The Faculty Hiring Priorities Committee (FHPC) will also consider the program review data provided by the IESE Office in reviewing this request.

The Faculty Hiring Priority Committee will consult your program review as part of the rating process. Please reference appropriate sections of your program review as needed in your responses.

- 1a Did you request a position last year (2023-2024)? Yes No
- 1b If yes, and that position was funded, do you want this position ranked as well? Yes No
- 1c Is there dedicated funding for the position that is not unrestricted general fund (i.e. categorical/special funded programs) Yes No

2. Why is this position essential to your program and college?

Please discuss the potential impact of this position on the department, college, district and/or region

Criteria 1: Data/Evidence in Support of Need	Criteria 3: Critical Need (Critical to the Program/and Institution)
<ul style="list-style-type: none"> -Participating in professional development related to equity and diversity in hiring -Participating in professional development related to equal employment opportunity (EEO) -Completing EEO Representative Training -Employing strategies to recruit diverse applicants 	<ul style="list-style-type: none"> +Examples may include the following: -Issues with Federal or State Mandates -Replacement for Recent Retirement or Vacancy -Specialty Areas within Discipline/Service Area results in difficulty in finding part-time faculty -Required for Program, Courses, or Specific Service to Continue -Ranking within division (per division dean feedback) -Supporting students from historically marginalized groups

(300 words or less)

3. What are the racial and gender demographics of the faculty within your program? Outline your steps to ensure a recruitment of diverse candidates that reflect the mission, vision and values of the college. These steps could include: professional associations dedicated to the promotion of diversity in your content area. **(Rubric Criterion 1)**

(300 words or less)

4. Please describe your planned onboarding process to support the new hires inclusion into community. Please share if there are any resources or collaboration that would assist. (Ex: AFT mentorship, THRIVE, Tenure Review, EMTLI, Communities of Practices, etc.) **(Rubric Criterion 4)**

Criteria 4: Support of Strategic Plan

- Increase equitable access (enrollment)
 - Eliminate equity gaps in course success (passing grade in class)
 - Increase persistence eliminate equity gaps (re-enrolling the subsequent semester or year)
 - Increase completion and eliminate equity gaps (graduating with a degree/certificate, or transferring)
 - Increase hiring and retention of diverse employees to reflect the students and communities we serve
- (300 words or less)

5. How will this position improve student learning and achievement, and close equity gaps in access and outcomes in your program? What steps are you taking to close equity gaps in access and outcome, for example: **(Rubric Criterion 2)**

Criteria 2: Program Student Achievement and Potential Growth

- modify curriculum to reflect the college's diverse student population
 - close equity gaps
 - ensuring equitable access to courses that have pre-requisites
 - removing barriers for students, especially those from historically marginalized groups
 - adopt/create no cost/low-cost textbooks and course materials
- (300 words or less)

6. Has there been or is there evidence to demonstrate that there will be an increase in student demand for your programs and/or services? How are students being adversely impacted without this position? Please discuss supporting data from recent semesters. For example, enrollment trends, waitlist pressures, or wait time for appointments and support services, students served, etc. as they apply to this position. **(Rubric Criterion 2)**

(300 words or less)

7. Which program review goal(s) is this request supporting? Please state how the position will help advance the specific goal(s). Please explain how this position would support historically marginalized groups? **(Rubric Criterion 3)**

Criteria 3: Critical Need (Critical to the Program/and Institution)

+Examples **may** include the following:

- Issues with Federal or State Mandates
- Replacement for Recent Retirement or Vacancy
- Specialty Areas within Discipline/Service Area results in difficulty in finding part-time faculty
- Required for Program, Courses, or Specific Service to Continue
- Ranking within division (per division dean feedback)
- Supporting students from historically marginalized groups

(300 words or less)

8. Is this position new or a replacement? Please explain. **(Rubric Criterion 3)**

(100 words or less)

9. Which [strategic priority/priorities](#) is this request supporting? Please state how the position will help advance the specific priority/priorities and the [College's mission, vision and values](#). **Note:** the more goals addressed the stronger the request. **(Rubric Criterion 4)**

Criteria 4: Support of Strategic Plan

- Increase equitable access (enrollment)
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 - Increase completion and eliminate equity gaps (graduating with a degree/certificate, or transferring)
 - Increase hiring and retention of diverse employees to reflect the students and communities we serve
- (300 words or less)

10. Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Chair of the Department

Yes, I have discussed this position request with the Division Dean

Note: The Division Dean will be providing feedback to help inform the prioritization process