

TO: Department Chairs
FROM: Interim Vice President of Instruction
CC: Pamela Ralston, Tanisha Maxwell, Carlos Montoya, Rosa Armendariz, David Belman, Jeffrey Benford, MaryAnne Hicks, Dennis Franco, Aprill Nogarr, Ryan Pedersen, Nicole Trager
SUBJECT: Full-Time Faculty Hiring - Academic Position Authorization Request – Box 2A

Enclosed for your use is the Full-Time Faculty Hiring Box 2A Part I and Part II forms, and a Calendar of Key Dates. Please note that the Box2A process is a two-part process. Interested Departments will complete and submit **Part I** *New Full-Time Faculty Position Allocation Application* by the dates indicated. If the Department is approved to hire a position, the Department will complete and submit **Part II** *New Full-Time Faculty Position Allocation Application*.

Important note: For retirement replacements, and where departments would like the position to start in Fall 2024, the person retiring must submit a letter of retirement to the college president after July 1st of the fiscal year and before the Box 2A application deadline. Notices of retirement that come in after the Box 2A application deadline will not be considered for replacement during this recruitment cycle.

Part I includes information related to the department's discipline, the type of faculty position and reporting location, and Position Goals and Impact. Refer to the reporting calendar of key dates and deadlines.

Part II includes the Position Qualifications, Recruitment Plan, Paper Screening Committee, Interview Screening Committee, New Faculty Assignment(s), and the Interview Questions which also includes a teaching demonstration prompt. Refer to the reporting calendar of key dates for deadlines.

All associated costs in the hiring of faculty are included in the LMC budget based on the State financial allocation model. Please note that faculty retirement replacements *are not* automatic for any department and the overall needs of the College will be taken into consideration by the Committee when determining the list of priorities.

Please submit Part-1 completed proposals to your area Dean by 12:00 pm, on Friday, August 25, 2023.

Consult with your dean and other appropriate managers as you develop your proposal(s); Dean signatures are required. Incomplete applications will not be considered.

A committee comprised of the Academic Senate President (or designee), the United Faculty Vice President (or designee), Vice President of Instruction (or designee), and the Vice President of Student Services (or designee) will review and rank the proposals. The Committee will forward its recommendation to the College President for consideration.

The criteria for this process can be summarized as follows:

- The assignment contributes to the goals of the program unit plans and the State's Vision for Success, the Contra Costa Community College District Strategic Plan, the LMC Strategic Plan, including the development of full-time faculty positions assigned to the Brentwood Center, which may include new programs and/or non-instructional services;
- Program strength (steady or increasing FTES);
- Program productivity ratio (FTES/FTEF);
- Program completions (Certificate of Achievement and Degrees);
- New and emerging programs of study;

- Total hourly (C and AC) load in the program is over one full-time load (one FTEF) and is significant in comparison to the total full-time (A) load;
- Full-time faculty in the department contribute to program/curriculum development, college initiatives and serves on college or district committees.

Please consider projected needs that may benefit the overall curriculum of the college and services to students. All units interested in hiring, including the non-instructional units in counseling and library departments and those with confirmed retirements, should complete Part I for consideration. Consider proposing a joint position with another department, with a split assignment, if minimum qualifications are sufficiently aligned.

Please do not hesitate to contact me at 925-473-7401 (37401 if dialing internally) should you have any questions.