

TO: Department Chairs
FROM: Kevin Horan, Vice President of Instruction & Student Services
SUBJECT: Faculty Hiring (Academic Position Authorization Request)

It is again time to implement the Box 2A process. A copy of the New Faculty Hires Proposal Form is attached and productivity data for 2008-2012 (Trends Report) for your department is included. The form is also available on the website Planning Department page under "resources."

The college no longer receives a full-time faculty allocation from the District. It is now a college decision how many full-timers to hire. This means that the cost comes out of LMC's budget, based on the new financial allocation model. It is important to note that retirement replacements are not automatic for any individual department and the overall needs of the college and the situation of the department will be considered.

Please submit completed proposals to the Vice President's Office by 4 pm, on Tuesday, November 13th by 4pm. Please consult with your dean (Liberal Arts & Sciences – A'kilah Moore, CTE – Kiran Kamath) and other appropriate managers as you develop your proposals; their signatures will be required.

Your department's proposal will be reviewed and ranked at the college level by a committee of the Academic Senate President, the United Faculty Vice President and two academic managers. This ranked listing will be the committee's recommendation to the College President.

As in the past, this process will provide for vacancy replacement or hourly FTEF conversion. The critical criteria for this process can be summarized as follows:

- The assignment contributes to the goals of the program unit plans and college strategic and master plans, including the development of FT faculty positions assigned at the Brentwood Center.
- Program strength (steady or increasing FTES).
- Program productivity (program is meeting or exceeding its productivity goal).
- Total hourly (C and AC) load in the program is well 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 is contributing to program/curriculum development, college initiatives and serves on committees in the college and/or the district.

Please consider projected needs that may benefit the overall curriculum of the college and services to students, even if they stretch the boundaries of what we have done in the past. All units interested in hiring, including the counseling and library departments and those with confirmed retirements, should complete the form, regardless of previous understandings regarding faculty allocations. In a few cases it may make sense to propose a position jointly with another department, with a split assignment, if minimum qualifications are sufficiently aligned.

If you have any questions about this process, please contact me at x3116.