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.

1. Please explain why this request is being submitted outside the regular program review submittal timeline.
    (300 words or less)

2. Describe why this position is essential to your program and/or service area. How has the lack of this position impacted your program and/or service area? What will be the impact to the program and/or service area if this position is not filled? **(Rubric Criterion 1, 3)**

Criteria 1: Data/Evidence in Support of Need	*Criteria 3: Critical Need (Critical to the Program/and Institution)*
-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	+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?
    What steps will your program take to ensure that the recruitment for this position will encourage/promote faculty diversity? **(Rubric Criterion 1)**
    (300 words or less)

4. How will this position improve student learning and achievement, and close equity gaps in access and outcomes in your program? **(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)

5. 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)

6. Which program review goal(s) is this request supporting? Please state how the position will help advance the specific goal(s).

> ***Criteria 3: Critical Need (Critical to the Program)***
> +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)
> (300 words or less)

7. Is this a new position, replacement for a retirement/upcoming retirement or replacement for internal promotion (faculty to administrator), or replacement for other circumstances? Please explain. **(Rubric Criterion 3)**

> (100 words or less)

8. 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.

> ***Criteria 4: Support of Strategic Plan {link}***
> +Examples ***may*** include the following:
> Ability of Department to Innovate and Meet Changing Needs in support of student success and equity
> Align with college vision, mission and values
> Direct Support of at least 1 of 4 Strategic Goals
> -Acceleration
> -Guided Student Pathways
> -Student Validation & Engagement
> -Organizational Health (e.g., SLO/ILO assessment, accreditation, interdepartmental collaboration/support, overall program improvement efforts, etc.)
> (300 words or less)

9. Has this request been discussed and vetted by the department, department chair and Division Dean?
    {☐} 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