LOS ANGELES MISSION COLLEGE
Departmental Request for a Probationary Faculty Position
For Academic Year 2014-2015

Request Deadline: 1:00 PM, Monday, November 18, 2013

(Submit to FHPC Co-Chair Mike Fenton)

PLEASE USE A SEPARATE FORM FOR EACH POSITION REQUESTED.
If you are requesting more than one position, please prioritize each position by # __________,
ensure that responses in Section B are specific to the additional position, and complete Section C.

Discipline: ____________________________ Department: ____________________________

☐ This request is for an instructor to teach in a single discipline department.
☐ This request is for an instructor to teach a single discipline in a multidiscipline department.
☐ This request is for an instructor to teach several disciplines in a multidiscipline department.
☐ This request is for non-classroom faculty.

Is this request for a:
    _____ Replacement Position?
    _____ Growth Position in an existing program?
    _____ Growth Position in a new program?

Has this hire been included as a resource request in the department’s annual Program Review?
(Attach a copy of the objectives and justifications for a new faculty hire as described in your program review).

_____Yes  _____No

A. Statistical Data  60 points

DO NOT FILL THIS SECTION OUT! This data will be collected from the Institutional Researcher
by the Faculty Hiring Prioritization Committee. This data will cover the past six (6) semesters.

1. 1A. How many students enrolled in the discipline? ____________
1B. What is the mean value of enrollment in the discipline? ____________

2. What is the growth pattern in this discipline? Use WSCH/FTEF. ________________

3. Instructional Hours:

3A. What is the ratio of FTE taught by hourly instructors to FTE taught by full time instructors? ____________%
3B. What is the total number of instructional hours in the department? _______

3C. What is the total number of instructional hours in the discipline (if different then question 3B)? _______

3D. What is the total number of units offered in the department? _______

3E. What is the total number of units offered in the discipline (if different then question 3D)? _______

3F. What is the total number of sections offered in the discipline? _______

3G. What is the number of full time instructors in the discipline? _______
   By headcount: _______ By FTES: _______

3H. What is the number of adjunct instructors in the discipline? _______
   By headcount: _______ By FTES: _______

4. What is the discipline’s average class size at Census? _______

5. How much, if any, reassigned time or administrative leave did this discipline or department have as relevant to position being requested? State any anticipated future changes in your discipline or departments reassigned time.

_________________________________________________________________________________________

Spring ’11 Fall ’11 Spring ’12 Fall ’12 Spring ’13

B. Educational Program: 40 points

1. Describe this discipline’s/program’s/unit’s contribution to transfer, CTE, and basic skills programs? If appropriate provide data for number of courses, certificates, degrees, employment opportunities, etc...

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

2. How will this new faculty hire support and contribute to student success (e.g. courses in and outside your discipline, certificates, degrees, transferability, employment, etc...)?

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

3. Please describe any factors (e.g. increased demand, specialized space needs, departmental or college-wide changes, unexpected loss of a full-time faculty, etc...) that reinforce the need for a full-time faculty hire.

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________
4. How will filling this position affect the maintenance, assessment, and improvement of your discipline/department (program reviews should provide information and strategies to assist with this question such as program assessment, SLOs, curriculum development, etc...)?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

C. Additional Statement (Optional)

You may include one additional page which lists any other information or supporting arguments for allocation of a position to this discipline. This page is limited to one single sided page typed in 12-point font with one-inch margins. The committee will not consider additional pages or any documents other than those listed here, and will not accept revised pages after the application has been submitted.

Department Chairperson’s Signature/Date ________________________________

Designated Dean’s Signature/Date ________________________________
GUIDELINES TO APPLY FOR A TENURE TRACK FACULTY POSITION

A Departmental Request for a Probationary Position is attached to this memo.

Please note that the LAMC Faculty Hiring Prioritization Committee has made several changes to the application form since last year’s hiring process.

Deadline:
The deadline for departments to submit their requests is 1:00 p.m., Friday, November 18, 2013. No exceptions will be made for either date or time unless otherwise arranged.

Completing the Application:
Each request for a hire must be included as a resource request in the department’s annual program review in order to be considered by the Faculty Hiring Prioritization Committee.

Remember, each application is for one position—either replacement or growth—only.

The application has been revised to acknowledge many departments’ discipline/staffing needs:
- If requesting a replacement or growth position for an instructor teaching in a single-discipline department, answers should reflect department-wide statistics and needs.
- If requesting a replacement or growth position for an instructor teaching a single discipline in a multi-discipline department, answers should be for that discipline only.
- If requesting a replacement or growth position for an instructor teaching more than one discipline in a multi-discipline department, answers should be for all of the disciplines involved.
- If requesting a replacement or growth position for non-classroom faculty, answers should be for the area(s) involved.

Section A: Staffing (classroom faculty requests)
Record the total of the discipline’s Fall 2012 and Spring 2013 hours in the area indicated:
- Total hours of Fall and Spring sections
- Total hours of sections assigned to adjunct faculty
Review your instructor grids and check the CIS to determine these numbers.
A growth position is one your discipline wants to create that is a new (not previously staffed) position.

For non-classroom faculty requests (Counseling, Child Development Center and Library), please provide any supporting data that may be used as a comparison with classroom faculty data to assist the committee in creating fair ranking for all departments.

Counseling has an additional section to complete for each position being applied (section Ac).

Section B: Educational Program
Responses should provide detailed information about any factors that prevent classes in this discipline from having high enrollment or that specifically require low enrollment. Information provided should reflect the justifications in program reviews.

Section C: Statistical Data
For Classroom faculty positions, use data from the CIS
For Non-Classroom faculty, use data from SARS

Section D: Additional Statement (Optional)
Be concise.
Counseling Only:

Statistical Data Section Ac: 60 points

Please include a copy of SARS data.

1. 1A. If this is for a general counseling position, what is the average number of direct student contact hours per semester that a general counselor needs vs. actual hours worked:
   - Orientations/Workshops: __________ vs. __________
   - Drop-in/Appointments: __________ vs. __________
   - Online: __________ vs. __________

1B. If this is for a specialized counseling position, what is the average number of direct student contact hours per semester that a specialized counselor (Vets, DSPS, International or EOPS) needs vs. actual hours worked:
   - Orientations/Workshops: __________ vs. __________
   - Drop-in/Appointments: __________ vs. __________
   - Online: __________ vs. __________

2. How many additional students, beyond the current number of students, are expected to be serviced per semester by this new counseling position? __________

3. How many hours are needed to accommodate the LAMC student population in this counseling area per semester _______ and how do these hours compare to a current full-time general counselor hours? ________

4. How will this hire affect the current staffing demands in general counseling and would this hire enabling general counseling to manage the appropriate student load based on required or recommended local/state/federal regulations? Clearly state any regulation.

   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

5. 5A. If this is a general counseling position, what are the new challenges that have emerged to justify this hire? ____________________________________________________________

   ____________________________________________________________________________________________
5B. If this is a specialized counseling position, what are the program specific challenges that have emerged and how are they different from challenges in general counseling?

__________________________________________________________________________

__________________________________________________________________________

6. 6A. What external demands exist that require a change in staffing levels for this area?

__________________________________________________________________________

Are the staffing changes in this area permanent or temporary? _______________________

Please explain the need for additional or changed staffing → argument for a full-time vs. adjunct. _________________________________________________________________

6B. How many full-time counselors are currently active in the area?

By headcount:__________

6C. How many adjunct counselors are currently active in the area?

By headcount:__________

7. Does the new general counselor or specialized counselor need to spend a significant time with phone interviews (counseling and recruiting) for international students, etc...? ___________________________. What other duties would this new hire perform?

__________________________________________________________________________

8. How much, if any, reassigned time or administrative leave did general counseling have? State any anticipated future changes in the counseling department reassigned time.

   _____ Spring ’11 _____ Fall ’11 _____ Spring ’12 _____ Fall ’12 _____ Spring ’13

Note: If applicable, you may apply for one full-time counselor that would manage two specialized areas! This would be based on the data from above.