

1 WEST LOS ANGELES COLLEGE

2 FACULTY POSITION IDENTIFICATION AND PRIORITIZATION POLICY AND PRACTICES  
3 FOR 2019-2020

4 The Faculty Position Identification and Prioritization (FPIP) Policy establishes  
5 procedures at West Los Angeles College (WLAC) to implement Board Rule 10304.1 of the  
6 Los Angeles Community College District's Board of Trustees pertaining to the identification  
7 and prioritization of full-time probationary faculty positions.

8 FPIP policy and procedures shall promote fairness and equity in regard to faculty hiring,  
9 in accordance with the mission and strategic planning process of the college. The  
10 prioritization of proposed full-time faculty positions shall be based on the needs of the  
11 students, the disciplines, the programs, and the college as a whole. It shall be aligned with  
12 the Educational Master Plan and the ongoing planning process

13 Applications

14 For the current prioritization cycle, applications to the FPIP shall NOT be extracted  
15 directly from Program Review. Instead, applications will be available in paper copy  
16 and/or electronically. They shall be submitted electronically (preferred) or on paper to  
17 the Chair of the FPIP Committee. However, it is expected that the position requests  
18 will have been included in Program Review.

19 A separate FPIP application shall be required for each full-time, probationary faculty  
20 hire that is requested. Where there is sufficient FTEF to justify two or more hires of the  
21 same description in the same discipline, Division Chairs are encouraged to submit a  
22 separate application for each position requested: for example, "Mathematics Instructor I"  
23 and "Mathematics Instructor II"

24 If applications are submitted by a Division for different positions within the same  
25 discipline, the applications may (but need not) indicate the Division's ranking of them.

26 Submission

27 FPIP application forms which reflect the ranking criteria to be used shall be  
28 distributed, along with instructions, to all faculty members and administrators via email  
29 and the FPIP webpage.

30 Each completed application and all supporting materials shall be submitted as a single  
31 electronic file with the filename FPIP 19-20 DISCIPLINE NAME.

32 FPIP applications for proposed probationary tenure-track faculty in existing disciplines,  
33 programs, and services may be submitted by tenured or probationary faculty members, the  
34 Academic Senate, or the college administration.

- 35 • Applications shall normally be submitted by the Division Chairperson and  
36 accompanied by the minutes of the Division meeting at which the request was  
37 approved. Alternatively, the Division Chairperson may document division support in  
38 another way (such as a list of signatures) or provide justification for why the  
39 application should proceed in spite of lack of division support.
- 40 • Applications may be submitted by tenured or probationary tenure-track faculty  
41 members for positions in their discipline. Such applications must include the  
42 signature of at least ONE of the following: Division Chair (if not submitter), Program

43 Director, Academic Senate President, Vice-President of Academic Affairs, Vice-  
44 President of Student Services, Dean of Academic Affairs. If the position requested  
45 does not have the support of its division or Division Chair, the application shall  
46 explain and justify the circumstances. NOTE: Discipline faculty members and  
47 division chairpersons should coordinate their efforts to insure that only one  
48 application per position is submitted.

- 49 • In exceptional circumstances, applications may also be submitted in a timely  
50 manner, in conformity with the FPIP process, by the Executive Committee of the  
51 Academic Senate or by an administrator. Such an application should address the  
52 questions of why it was not (or could not be) submitted through an existing division  
53 or discipline, and why it should proceed in spite of that.
- 54 • In very rare situations a full-time faculty position might be requested to be split  
55 between two disciplines. Applicants would have to meet minimum qualifications for  
56 both disciplines. The FPIP application would require a joint application that  
57 specifies the percentage split between the disciplines.

#### 58 New programs and disciplines

59 Proposals for positions to support new programs, disciplines, and services must include  
60 documentation of approval through the College curriculum approval process.

#### 61 Deadline and Incomplete Application

62 The FPIP will normally accept only the applications and supporting materials that were  
63 submitted by the due date. The FPIP committee may contact the person who submitted  
64 an application with questions requiring clarification, but it is not obligated to do so.

#### 65 Ranking Criteria

66 NOTE: When multiple applications are submitted for the same position, the second  
67 position will be prioritized as if the first position was filled, and so forth.

- 68 1. Ratio of full-time faculty to FTEF in the discipline for the current semester and the  
69 preceding three years. The Office of Research and Planning will supply data.
- 70 2. Number of units (or hours) in the discipline currently taught (or duties performed) by  
71 adjunct instructors. Evidence of sufficient hourly-rate hours to support 1.0 full  
72 time assignment (submission of hypothetical fall & spring semester work load sheet)
- 73 3. The Rationale, which should correspond to the documentation of the Program  
74 Review resource request. If the position was not requested in Program Review, the  
75 rationale must explain why it was not included and why it should nonetheless be  
76 considered.

77 The Rationale should use the format of a SWOT analysis:

78 Strengths of the program requesting the position: What will you build on?

79 Weaknesses: What problems exist that a full-time hire can help to correct or solve?

80 Opportunities: What opportunities exist of which a new full-time hire can help to take  
81 advantage?

82 Threats: What are the potential negative impacts of not filling the position?

83 (Any claims that a position is needed for compliance with accreditation or other  
84 outside mandates MUST be supported with appropriate documentation)

85 The rationale MAY include other issues such as (but not limited to):

- 86 • How the position is necessary to achieve specific goals or objectives of the WLAC
- 87 Educational Master Plan
- 88 • How this position will impact or support other disciplines and programs (such as a
- 89 Guided Pathway)
- 90 • Any evidence of pent-up demand (such as waiting lists) for courses or services in
- 91 the discipline

### 92 Categorization of Requests

93 Each proposed probationary tenure-track position shall be placed into one of three

94 categories:

- 95 • **Category I: General Education and Transfer Instructor positions**
- 96 • **Category II: Career Technical Education Instructor positions**
- 97 • **Category III: Student and Instructional Support Service instructor positions**
- 98 **(including counselors, librarians, athletic coaches, child development**
- 99 **personnel)**

100 For instructor positions in General Education and Transfer, the criteria for

101 prioritization shall also include:

- 102 • Student enrollment trends (Average fall semester census enrollment for past 3
- 103 years)
- 104 • Annual # of degrees (unduplicated), transfers and/or certificates of achievement

105 For instructor positions in Career and Technical Education, the criteria for

106 prioritization shall also include:

- 107 • Student enrollment trends (Average fall semester census enrollment for past 3
- 108 years)
- 109 • Annual # of degrees (unduplicated), transfers and/or certificates of achievement
- 110 • Evidence (minutes) of an active advisory board
- 111 • labor market forecast (environment scanning) e.g. U.S. Bureau of Labor Statistics
- 112 (<http://www.bls.gov/>)

113 For faculty positions in Student and Instructional Support the criteria for prioritization

114 shall also include:

- 115 • Current staffing status compared to recognized standards for the position
- 116 • Student demand (trends in number of students served)
- 117 • Changes (if any) in legal or accreditation requirements that create a need for
- 118 additional staffing

### 119 Ranking Process of Applications

120 FPIP members will evaluate applications using a rubric created by the committee for

121 each category. The committee as a whole, or its designee, will use the scores submitted

122 by each member to create a single prioritization list for all positions requested, with the

123 possible exception of positions not considered to merit prioritization.

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Changes in Hiring Order

When the college President makes a hiring decision that does not follow the order of the FPIP priority list as approved by the Academic Senate, the President shall provide a written explanation of the rationale to the FPIP committee and to the Academic Senate.

Removal of a faculty position from the WLAC Faculty Position Priority List

A faculty position may be removed from the prioritization process before or after the release of the FPIP Committee's faculty position priority list upon the written request of the individual who submitted the application for that position. The written request must include signatures from those who signed in support of the original application.

In the event that an individual submitting a FPIP application for a faculty position desires to withdraw that faculty position from the priority list after the date of release, the FPIP applicant shall submit a written request to the WLAC Academic Senate and to the administration for joint approval.

FPIP List Expiration

The faculty position priority list shall remain in effect until a new priority list is approved by the Academic Senate. Unfunded positions from a prioritization list will not be automatically rolled over into the new list. A new FPIP application must be submitted during each prioritization cycle.

Extenuating Circumstances

The FPIP Committee shall not update the priority list for circumstances such as unanticipated departures or instructor special assignment appointments. To request a probationary, full-time faculty replacement, a FPIP application must be submitted during the next prioritization cycle.

Circumstances for automatic probationary faculty rehire

If a new hire leaves the employment of the college before the start of the third year of probation, a new search process to re-fill the position may be initiated without submitting an FPIP application. If a new hire leaves after that time, a new FPIP application must be submitted for the position.

Circumstances for insufficient applicant pool

Once the hiring is approved by the College President, the selection process shall be initiated within a year. The hiring process shall be concluded within two years. During this period, a search may be reopened without submitting a new FPIP application. If the position is not filled after the second year, a new FPIP application must be submitted.

Approved by FPIP 2/27/19 for submission to the Academic Senate

**Approved by the Academic Senate 4/9/19**