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

PHILOSOPHY
The philosophy of the FPIP policy shall be to promote fairness and equity in resource allocation, specifically in regard to faculty hiring, in accordance with the mission of the college. It is the explicit intent of the FPIP Policy to establish an open and objective process which will best serve the collective interests of the WLAC community.

GOALS
The prioritization of proposals for faculty hiring shall be based on the needs of the students, the college, the disciplines, the programs, and the enrollment trends. A wide range of factors shall be considered in the process.

FUNDING SOURCES FOR PRIORITIZED POSITIONS
The WLAC Faculty Position Priority list applies to probationary positions funded with program 100

COMMITTEE ON FACULTY POSITION IDENTIFICATION & PRIORITIZATION
The Committee on Faculty Position Identification and Prioritization (FPIP Committee) shall be the designee for the WLAC Academic Senate and the President of the College for the implementation of Board Rule 10304.1.

The FPIP Committee shall be composed of the following:
Five (5) Full-Time Faculty
Three (3) Administrators

The President of the Academic Senate and the Academic Senate shall jointly nominate the full-time faculty committee members drawing upon teaching and non-teaching faculty, with appointment to the committee being subject to full Senate confirmation. The appointment shall be for a three-year term. The terms of appointment shall be overlapping. Thus, in the first year of the FPIP Policy three (3) faculty members shall be appointed for three-year terms and the other two (2) faculty members shall be appointed for two-year terms. The President of the College shall designate the administrative appointees. The FPIP Committee shall select a chairperson for a term of three years. That selection shall take place at the beginning of an academic year. Members of the committee should be members of the college community who have a comprehensive knowledge of all aspects of the college, i.e. - Academic Affairs, Student Services, and Administrative Services.

The college institutional researcher shall be an ad hoc member of the committee at the meeting(s) devoted to evaluating the quantitative enrollment data.

PROCESS
1. At its first meeting of each academic year the committee will decide upon and announce a timetable giving the deadlines for submission of faculty position prioritization applications, the date of the FPIP interviews, and the date of release of the final faculty position recommendations. In addition, the FPIP Committee shall review the criteria which will be used to prioritize faculty positions.
2. For positions in general education instruction, the criteria for prioritization shall be:
   • Current staffing status in discipline (% full-time instructors in the classroom)
   • Student demand (Average fall semester census enrollment for past 3 years)
   • Annual # of students taking courses in discipline in order to complete associate degree GE
   • Number of other disciplines that satisfy same GE requirement
   • List other disciplines and programs that support this position
   • Fiscal Impact (FTES/FTEF)
   • Recommendation of current program review

For instructor positions in transfer preparation, the criteria for prioritization shall be:
   • Current staffing status in discipline (% full-time instructors in the classroom)
   • Student demand in transfer prep classes (Average fall semester census enrollment for past 3 years)
   • Completed roadmaps to transfer in two years
   • Annual # of associate degrees and/or certificates of achievement
   • How the proposed position supports a transfer preparation learning communities
   • Fiscal Impact (FTES/FTEF)
   • Recommendation of current program review

For foundation skills instruction positions, the criteria for prioritization shall include:
   • Current staffing status in discipline (% full-time instructors in the classroom)
   • Student demand (Average fall semester census enrollment for past 3 years)
   • List other disciplines and programs that support this position
   • Fiscal Impact (FTES/FTEF)
   • Recommendation of current program review

For instructor positions in career and technical education, the criteria for prioritization shall be:
   • Current staffing status in discipline (% full-time instructors in the classroom)
   • Student demand (Average fall semester census enrollment for past 3 years)
   • Annual # of associate degrees and/or certificates of achievement
   • How the proposed position promotes the strategies of the Educational Master Plan
   • Active advisory board
   • Fiscal Impact (FTES/FTEF)
   • Recommendation of current program review
   • Impact of position on WASC accreditation/approval and other required agency approvals.

For student and instructional support positions such as counselor, librarian, athletic director, athletic coach, child development center, and other program director positions, the criteria for prioritization shall be:
   • Current staffing status
   • Student demand
   • How the proposed position promotes the strategies of the Educational Master Plan
   • Impact of position on WASC accreditation/approval and other required agency approvals.
   • Recommendation of current program review

For new approved programs, disciplines, and services, the criteria that will be used for prioritization shall include:
   • How the proposed position promotes the strategies of the Educational Master Plan
   • Planning committee’s analysis of program reviews/unit plans conducted by the divisions
   • A list of proposed probationary full time faculty positions by Planning Committee.
   • Submission of a copy of the program review and a copy of Proposed New Program Request (PNPR)
   • Submission of a list of the other disciplines and programs that support this positions
3. Faculty position identification and prioritization (FPIP) application forms which reflect the criteria to be used for determining the faculty position recommendations shall be distributed to the division chairpersons and shall be available to any faculty member or administrator. The criteria for ranking shall also be distributed.

4. A FPIP application shall be required for each full-time, probationary faculty member to be replaced or added. (An application may be submitted for an anticipated retirement.)

5. FPIP applications for proposed probationary tenure-track faculty in existing disciplines, programs, and services may be submitted to the FPIP Committee by regular or probationary faculty members, division chairpersons, the college Academic Senate, or the college administration. FPIP applications submitted by a division chairperson or a full time regular faculty for a division shall include signatures by a majority of the full time faculty members of the division. A division chairperson may submit an application as a discipline faculty member. Applications submitted by discipline faculty members must include the signature of the Division Chairperson, or program director or the President of the Academic Senate, or the Vice President of Academic Affairs, the Vice President of Student Services. A division chairperson submitting an FPIP application as a discipline faculty member may not sign his/her own supporting signature in the capacity as division chairperson. The signature of the President of the Academic Senate represents a motion of support passed by the WLAC Academic Senate. Discipline faculty members and division chairpersons should coordinate their efforts to insure that only one application per position is submitted for prioritization. Requests for proposed probationary tenure-track faculty for new approved programs or special programs shall be accompanied with a copy of program review and a copy of Proposed New Program Request (PNPR) The FPIP Committee shall formally request the Planning Committee to submit a list of proposed probationary tenure-track faculty for new approved programs and/or special programs. This list of positions shall be based upon an analysis of program reviews/unit plans conducted by the divisions.

6. The Articulation Officer shall provide assistance to the FPIP Committee and the applicants with regard to responses on the FPIP application about articulation matters.

7. The College Institutional Researcher shall provide the quantitative data required in the prioritization process. This shall include:
   - Census enrollment data by subject area (Average fall semester census enrollment for the past three years)
   - Percent full-time instructors in the classroom by subject area
   - Annual # of degrees and certificates
   - FTES/FTEF
   - And other available data that the committee deems appropriate

8. Once the FPIP applications have been submitted, the FPIP Committee will review the information and may send by email a list of additional questions for each applicant in order to clarify the FPIP application. The FPIP Committee may then invite the applicant to appear before the FPIP Committee to answer these additional questions.

9. Horizontal Prioritization to Connect to Educational Master Plan. Each proposed probationary tenure-track position shall be placed into one of three categories

   **Category: General Education and Transfer Instructor positions (includes foundation skills and ESL instructors)**

   **Category: Career Technical Education Instructor positions**

   **Category: Student and Instructional Support Service instructor positions (such as counselors, librarians, athletic coaches, child development personal)**
(NOTE: Notwithstanding extenuating circumstances and subject to future student needs, it is the expectation of the FPIP Committee that upon hire, the majority of the instructor's teaching assignment in subsequent years will reflect the category selected in this FPIP process.)

Within each category, the faculty positions shall be prioritized, creating horizontal tiers composed of one position from each of the three categories. Using the first tier (the 1st position from each category), the FPIP Committee shall create a ranked tier one. The prioritized positions within each category and the prioritized list of three created from tier #1 shall be forwarded to the College President. The FPIP Committee shall recommend filling the first three positions authorized for search and selection from tier #1 in rank order. The FPIP Committee shall recommend filling subsequent authorized positions from tier #2 (the second ranked positions in each of the three categories).

The college president shall accept the top three FPIP recommendations. If more than three hires are authorized for search and selection, then the college president shall propose positions #4 and #5 in consultation with the FPIP Committee and the Academic Senate, with written justification. If more than six hires are authorized for funding, the college president would reconvene with the FPIP Committee and come to a mutual agreement on additional positions.

10. Consensus evaluation of applications

The ranking of the proposed probationary tenure-track positions identified through FPIP applications shall be by FPIP Committee consensus.

11. If a FPIP Committee member is a member of a discipline which has an FPIP application under consideration, that member shall be excluded from the discussion and the evaluation process. This FPIP Committee member may be replaced by an alternate appointment by the Academic Senate President.

12. Procedures when consensus cannot be reached in scoring.

In the event consensus cannot be reached on the ranking of position for a particular criterion, the disputed criterion shall be separated from the evaluation. The remaining criteria shall be considered and the ranks determined. If the omitted criterion would not elevate the position to the top 2 tiers, then the recommendations shall be released.

Appeals Process (when consensus cannot be reached in scoring)

a. If the omitted criterion could elevate the position to the top 2 tiers, then the disputed criterion(a) alone shall be referred for resolution to the College President and to the Academic Senate President.

b. All appeals shall be forwarded in writing from the FPIP Committee to the College President and to the Academic Senate President within five (5) working days of the FPIP Committee meeting when consensus was not reached.

c. All appeals shall be in writing and shall state which criterion(a) is (are) in dispute. The written appeal shall state the reason(s) for the appeal.

d. The appeal shall be resolved based only upon the FPIP application and all supporting information which was submitted to the FPIP Committee during the initial evaluation process. No new information shall be considered.

e. The College President and the Academic Senate President shall review the materials and shall determine the rankings for the criterion(a) question within five (5) working days of the filing of the appeal.

f. Until the evaluation of the disputed criterion(a) is resolved, the faculty position recommendations shall not be released.

13. Preview of the FPIP Committee’s Faculty Position Recommendations

The college president shall be invited to attend the last prioritization meeting of the FPIP Committee for the purpose of previewing the recommendations. The recommendations shall be given to the president of the WLAC Academic Senate and to the college president five (5) days prior to its distribution to all of the FPIP applicants. When a proposed position is premised upon a retirement, then the recommendations shall indicate that the faculty position has a contingent ranking.
14. **Appeals Process (regarding FPIP Committee's faculty position recommendations).**
Once the FPIP Committee's faculty position recommendations have been distributed, an appeals process may be conducted. The function of the appeals process is to review the FPIP process to ensure that the procedures of the FPIP process policy were properly followed and that all relevant facts as submitted to the FPIP committee were considered in the creation of the faculty position recommendations.

a. All appeals shall be in writing. Appeals may be filed by any FPIP applicant. All appeals shall be filed within ten (10) working days of the announcement of the FPIP Committee's faculty position recommendations and shall be sent to the FPIP Committee Chairperson. All appeals shall be based only upon the FPIP application and all supporting information which was submitted to the FPIP Committee during the initial evaluation process. No new information shall be considered. No new information shall be accepted or considered. All written appeals shall state in detail the specific reason(s) for the appeal.

b. The FPIP appeals committee shall consist of a three-member subcommittee elected by the FPIP Committee from its own ranks. The FPIP appeals committee shall review and shall determine the merit of any appeal within ten (10) working days of the filing deadline for appeals.

c. The decision of the FPIP appeals committee shall be final.

15. **Release of the FPIP Priority List**
After the time for filing an appeal has expired or after the appeals process is completed, where an appeal has been filed, the FPIP Committee's faculty position recommendations or the amended FPIP Committee's faculty position recommendations (in the case of a successful appeal) shall become final, except for faculty positions which may subsequently be removed from the faculty position recommendations, and it shall be known as the FPIP Priority List. The FPIP Priority List shall be sent to the Academic Senate for an approval. The approval list shall be send to the President of the College.

16. **Removal of a faculty position from the WLAC Faculty Position Priority List**
   a. In the event that an anticipated faculty retirement does not occur and the ranking of a faculty position is premised upon that retirement, then that faculty position shall be dropped from the Priority List.
   
   b. A faculty position shall be removed from prioritization before or after the release of the FPIP Committee's faculty position priority list upon the written request of the individual submitting the FPIP application for that faculty position. The written request must include signatures from all of the individuals who signed in support of the original FPIP application.
   
   c. 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. Without joint approval the faculty position shall remain on the priority list.

17. The final faculty position priority list shall remain in effect until the next priority list is issued. Unfunded positions remaining on the priority list shall automatically be included on the updated priority list, unless withdrawn by the removal procedures. When there are significantly new factors that may impact the justification for a position already on the list, a request may be submitted for reconsideration of its rank on the priority list. For reconsideration of ranking, the FPIP Committee shall only re-evaluate the specific criterion(a) affected by the change(s). Reconsideration requests must include a written rationale for the request and signatures from all of the individuals who signed in support of the original FPIP application.

The FPIP Committee may update the priority list for these special extenuating circumstances: retirement, resignation, transfer, death or instructor special assignment appointments. To request a probationary, full-time faculty replacement, a FPIP application must be submitted and an interview conducted. These identified positions shall be inserted into the current priority list.

18. **Circumstances for automatic probationary faculty rehire**
The selection process shall be automatic if a new hire leaves the employment of the college at any time up until the end of the 2nd year of probation. After the 2nd year, a justification for the position, including the most current program review, shall be evaluated for merit by the FPIP Committee before a selection process is initiated to fill the vacated position. If the position is vacated after the 4th year, the position must submit a
new FPIP application and be prioritized.

19. 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 2 years. If the position is not filled after 2nd year, a new FPIP application must be submitted and be prioritized.

20. Annual Review
Each academic year, the FPIP Committee shall evaluate the FPIP process and make recommendations to improve the FPIP process. The Academic Senate and the College President shall review the recommendation(s) of the FPIP Committee and shall mutually agree to adopt the recommended revisions to the FPIP Policy as appropriate.
FACULTY POSITION IDENTIFICATION & PRIORITIZATION APPLICATION

Existing Disciplines, Programs, and Services
Academic Senate Approval Date: September 25, 2012

SUBMIT A SEPARATE APPLICATION FOR EACH REQUESTED POSITION

PRELIMINARY INFORMATION

1. Identify the type of tenure-track position being requested. Check one.
   _____ Instructor   _____ Counselor   _____ Librarian   _____ Other

2. How many retirements are anticipated in this area before the next academic year?

3. Individual identifying probationary faculty position: ____________________________.
   Under which capacity are you submitting this application? (check one)
   ___ Regular or probationary faculty   ___ Division chair   ___ Program director   ___ Vice President

SUPPORTING SIGNATURES

Applications submitted by a division chair or a faculty member a division must include signatures from a majority of the members of the division.

INSTRUCTOR POSITION

Name of Discipline: ____________________________.

1. Assignment. What is the standard teaching load for this discipline? ____ (e.g. - 12, 15, 18, 21 standard hours)
   Prepare a hypothetical fall semester & spring semester assignment for the requested instructor.
   (Include class meeting days & start times.)
   Based upon the majority of these assigned classes, select the appropriate category:
   (NOTE: If none of these categories applies, proceed to the section for other faculty.)

<table>
<thead>
<tr>
<th>ASSIGNMENT CATEGORY</th>
<th>CHECK ONLY 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education and Transfer</td>
<td></td>
</tr>
<tr>
<td>Student and Instructional Support Services</td>
<td></td>
</tr>
<tr>
<td>Career Technical Education</td>
<td></td>
</tr>
</tbody>
</table>

   NOTE: Notwithstanding extenuating circumstances and subject to student need, it is the expectation of the FPIP Committee that upon hire, the majority of the instructor's teaching assignment in subsequent years will reflect the category selected in this FPIP process.

3. Educational Master Plan. Will this requested instructor have duties directly related to supporting a non-voc ed learning community (i.e., a cohort of students enrolled in more than one class together)? EXPLAIN

4. Program Review. Attach copy of faculty hiring section of program review.

5. Roadmaps. Attach copy of roadmap to prepare students for transfer in two years in this subject area or to prepare students to obtain a certificate of achievement.

6. General Education Courses. Based upon the courses listed in the assignment in item 1 above, which general education requirements are satisfied by these courses? How many other disciplines offer courses that satisfy this same GE?

7. Transfer Major ONLY
   a. For the last ten years, how many students have transferred in this major?
   b. On an annual basis, what percent of discipline's sections are required for the transfer major?

8. Career Technical Education ONLY
a. Are there any enrollment restrictions in this discipline related to non-WASC accreditation or outside agency standards? Explain.

b. Attach copies of the advisory board minutes for this past academic year.

**COUNSELOR POSITION**

1. **Staffing Status**:  
   a. How many full-time counselors are there?
   b. For the fall semester, how many students were enrolled in on campus classes?
   c. For the fall semester, how many students were enrolled in off campus classes?

2. **Student Demand**: For the past 3 fall semesters, how many students received counseling services?

3. **Educational Master Plan**.  
   a. How would this requested counselor specifically support the implementation of Strategies a & d of Objective 1. of the most recent Educational Master Plan (EMP)?
   b. How would this requested counselor specifically support the implementation of Strategy c of Objective 2. of the EMP?
   c. How would this requested counselor specifically support the implementation of Strategy c of Objective 3. of the EMP?
   d. How would this requested counselor specifically support the implementation of Strategies b & e of Objective 4. of the EMP?

4. **Program Review**: Attach copy of faculty hiring section of program review.

5. How will hiring this counselor impact WASC recommendations?

**LIBRARIAN POSITION**

1. **Staffing Status**: How many full-time librarians are there?

2. **Student Demand**: For the past 3 fall semesters, how many students used the library services?

3. **Educational Master Plan**  
   a. How would this requested librarian support the implementation of Strategy d of Objective 1 of the most recent Educational Master Plan?
   b. How would this requested librarian support the implementation of Strategies b & e of Objective 4 of the most recent Educational Master Plan?

4. **Program Review**: Attach copy of faculty hiring section of program review.

**OTHER FACULTY Positions**

1. **Staffing Status**: How many full-time faculty are there in this position already?

2. **Student Demand**: For the past 3 fall semesters, how many students were served?

3. **Educational Master Plan**: How would this requested new hire support the implementation of the most recent Educational Master Plan?

4. **Program Review**: Attach copy of faculty hiring section of program review.

5. How does this position affect the college’s compliance with outside agency (non-WASC) standards or recommendations?
### CRITERIA FOR RANKING WITHIN CATEGORIES

<table>
<thead>
<tr>
<th>General Education &amp; Transfer Degree Instruction</th>
<th>Career Technical Education</th>
<th>Student and Instructional Support Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria for ranking</strong></td>
<td><strong>Criteria for ranking</strong></td>
<td><strong>Criteria for ranking</strong></td>
</tr>
<tr>
<td>- Staffing status:</td>
<td>- Staffing status:</td>
<td>- Staffing Status</td>
</tr>
<tr>
<td>% full-time instructors in classroom</td>
<td>% full-time instructors in classroom</td>
<td></td>
</tr>
<tr>
<td>- Student Demand:</td>
<td>Student Demand:</td>
<td>- Student Demand</td>
</tr>
<tr>
<td>census enrollment</td>
<td>census enrollment</td>
<td></td>
</tr>
<tr>
<td>(Ave fall semester census enrollment for past 3 years)</td>
<td>(Ave fall semester census enrollment for past 3 years)</td>
<td></td>
</tr>
<tr>
<td>- Annual #:</td>
<td>- Annual #</td>
<td>- Annual #</td>
</tr>
<tr>
<td>- Students taking courses in discipline in order to complete Associate degree GE requirements</td>
<td>- Associate degrees and/or certificates of achievement</td>
<td>Position supports Objective 1</td>
</tr>
<tr>
<td>- Associate degrees &amp;/or certificates of achievement</td>
<td>Educational Master Plan implementation</td>
<td>Position supports Objective 2</td>
</tr>
<tr>
<td>- Educational Master Plan implementation:</td>
<td>Fiscal Impact: FTES/FTEF</td>
<td>Position supports Objective 3</td>
</tr>
<tr>
<td>Position supports other disciplines and programs.</td>
<td>Program review recommendation</td>
<td>Position supports Objective 4</td>
</tr>
<tr>
<td>- Fiscal Impact: FTES/FTEF</td>
<td>Active advisory board</td>
<td>- Impact on WASC accreditation, other agency approval and other required agency approvals.</td>
</tr>
<tr>
<td>- Number of other disciplines that satisfy same GE requirement</td>
<td>Impact on WASC accreditation or approval and other required agency approvals.</td>
<td></td>
</tr>
<tr>
<td>- Discipline has completed roadmaps to</td>
<td>Program review recommendation</td>
<td></td>
</tr>
<tr>
<td>o Transfer in 2 years</td>
<td></td>
<td>Position recommended in program review</td>
</tr>
<tr>
<td>o Certificates of Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Program review recommendation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PRIORITIZATION OF THE REQUESTED POSITIONS WITHIN EACH CATEGORY

Category: General Education and Transfer Instructors Positions (includes ESL & Learning skill instructors)

Sub-category: Instructors for general education
The positions in this sub-category shall be prioritized based upon the positions’ rank standing for these six criteria: staffing status, student demand, annual number of students taking courses in the position’s discipline in order to complete associate degree GE, number of other disciplines that satisfy the same GE requirement, fiscal impact, and supports for other disciplines and programs. Positions will automatically be ranked last within the category when the staffing status is above the standard for the discipline (e.g. – 75%) or when the need for the requested position was not identified in the program review for the discipline.

Ranking Staffing Status Compared to Standard
The requested positions shall be ranked using the 75:25 Standard as modified by the Board of Governors of the California Community Colleges in November 1997. The requested position with the lowest average percent regular faculty shall receive the highest rank for this criterion.

Ranking Student Demand
The requested positions shall be ranked according to the average census enrollment for the past three fall semesters. The requested position with the highest average census enrollment shall receive the highest rank for this criterion.

Ranking for General Education Requirements
The requested positions shall be ranked according to the annual number of students taking courses in the position’s discipline in order to complete associate degree GE. The requested position with the highest number of students shall receive the highest rank for this criterion.

Ranking for General Education Course Alternatives
The requested positions shall be ranked according to the number of other disciplines that satisfy the same GE requirement. The requested position with the fewest alternative disciplines shall rank highest in this category.

Ranking Fiscal Impact
The requested positions shall be ranked according to the average FTES/FTEF for the past three fall semesters. The requested position with the highest average FTES/FTEF shall receive the highest rank for this criterion.

Ranking Supports other Disciplines and Programs
The requested positions shall be ranked based upon the information provided to the FPIP Committee.

Sub-category: Instructors for transfer major
The positions in this sub-category shall be prioritized based upon the positions’ rank standing for these five criteria: staffing status, student demand, annual number of associate degrees &/or certificates of achievement awarded, fiscal impact, and support for other disciplines and programs. Positions will automatically be ranked last within the category when the staffing status is above the standard for the discipline (e.g. – 75%) or when the need for the requested position was not identified in the program review for the discipline.

Ranking Staffing Status Compared to Standard
The requested positions shall be ranked using the 75:25 Standard as modified by the Board of Governors of the California Community Colleges in November 1997. The requested position with the lowest average percent regular faculty shall receive the highest rank for this criterion.

Ranking Student Demand
The requested positions shall be ranked according to the average census enrollment for the past three fall semesters. The requested position with the highest average census enrollment shall receive the highest rank for this criterion.
Ranking Annual # of Associate Degrees and/or Certificates of Achievement
The requested positions shall be ranked according to the annual number of associate degree and/or certificates of achievement awarded. The requested position with the highest annual number of awards shall receive the highest rank for this criterion.

Ranking Fiscal Impact
The requested positions shall be ranked according to the average FTES/FTEF for the past three fall semesters. The requested position with the highest average FTES/FTEF shall receive the highest rank for this criterion.

Ranking Support other disciplines and programs
The requested positions shall be ranked based upon the information provided to the FPIP Committee, including the completion of roadmaps to transfer in two years and how the requested position would support a transfer preparation learning community.

Sub-category:  Foundation skills instruction
The positions in this category shall be prioritized based upon the positions’ rank standing for these four criteria: staffing status, student demand, fiscal impact, supports other disciplines and programs. Positions will automatically be ranked last within the category when the staffing status is above the standard for the discipline (e.g. > 75% for instructors) or when the need for the requested position was not identified in the program review for the discipline.

Ranking Staffing Status Compared to Standard
The requested positions shall be ranked using the 75:25 Standard as modified by the Board of Governors of the California Community Colleges in November 1997. The requested position with the lowest average percent regular faculty shall receive the highest rank for this criterion.

Ranking Student Demand
The requested positions shall be ranked according to the average census enrollment or positive attendance for the past three fall semesters. The requested position with the highest average census enrollment or positive attendance shall receive the highest rank for this criterion.

Ranking Fiscal Impact
The requested positions shall be ranked according to the average FTES/FTEF for the past three fall semesters. The requested position with the highest average FTES/FTEF shall receive the highest rank for this criterion.

Ranking supports other disciplines and programs
The requested positions shall be ranked based upon the information provided to the FPIP Committee.

Category:  Career and Technical Education Instructor Positions
The positions in this category shall be prioritized based upon the positions’ rank standing for these five criteria: staffing status, student demand, annual number of associate degrees &/or certificates of achievement, fiscal impact, and learning communities/roadmaps/advisory board activity/outside agency standards. Positions will automatically be ranked last within the category when the staffing status is above the standard for the discipline (e.g. > 75% for instructors) or when the need for the requested position was not identified in the program review for the discipline.

Ranking Staffing Status Compared to Standard
The requested positions shall be ranked using the 75:25 Standard as modified by the Board of Governors of the California Community Colleges in November 1997. The requested position with the lowest average percent regular faculty shall receive the highest rank for this criterion.

Ranking Student Demand
The requested positions shall be ranked according to the average census enrollment for the past three fall semesters. The requested position with the highest average census enrollment shall receive the highest rank for this criterion.
Ranking Annual # of Associate Degrees and/or Certificates of Achievement
The requested positions shall be ranked according to the annual number of associate degree and/or certificates of achievement awarded. The requested position with the highest annual number of awards shall receive the highest rank for this criterion.

Ranking Fiscal Impact
The requested positions shall be ranked according to the average FTES/FTEF for the past three fall semesters. The requested position with the highest average FTES/FTEF shall receive the highest rank for this criterion.

Ranking for Advisory Board Activity
The requested positions shall be ranked based upon the information provided to the FPIP Committee, including the completion of roadmaps to transfer in two years, how the requested position would support other disciplines and programs, impact of filling the position on the program’s WASC accreditation or approval and other required agency approvals, and the activity of the advisory board for the Career Technical Education program.

Category: Student and Instructional Support Instructor Positions (such as Counselor, librarian, athletic director, athletic coach, and child development center director)
The positions in this category shall be prioritized based upon the positions’ rank standing for these four criteria: staffing status, student demand, implementation of the Educational Master Plan, and how the requested position would impact WASC accreditation or approval and other required agency approvals. Positions will automatically be ranked last within the category when the staffing status is above the standard for the discipline or when the need for the requested position was not identified in the program review for the discipline.

Ranking Staffing Status Compared to Standard
The requested positions shall be ranked using the standards for the area of the faculty position. The ideal counselor-to-student ratio shall be based on the current Academic Senate for California Community Colleges (ASCCC) guideline. The librarian staffing standard is defined in Title 5. The requested position with the lowest percent regular faculty compared to its particular standard shall receive the highest rank for this criterion.

Ranking Student Demand
The requested positions shall be ranked based upon the annual number of students that received services in this area for the past three fall semesters. The requested position with the highest number served shall receive the highest rank for this criterion.

Ranking for Educational Master Plan implementation
The requested positions shall be ranked based upon the information provided to the FPIP Committee on how the requested position would implement the Educational Master Plan.

Ranking for WASC Accreditation or Approval and other required agency approvals
The requested positions shall be ranked based upon the information provided to the FPIP Committee on how the requested position would impact the WASC accreditation or approval and other required agency approvals.