Sacramento City College Academic Senate
Hiring Request Process
(Approved 10/2/2012, 4/1/2014, 8/19/2015)

Preamble

Prior to the Hiring Request Process, the Academic Senate will meet to familiarize incoming senators with the Hiring Request Process, to point out the important elements of the Hiring Request Form, and to allow the senate body to discuss ranking philosophy.

Prior to the presentations, the Academic Senate President and Vice President of Instruction will meet to finalize the timeline for the Hiring Request Process to fill approved vacant faculty positions for the following Academic year. This timeline along with the Hiring Request Form will be sent to the deans and department chairs. Following the timeline, the completed Hiring Request Forms will be sent to the Office of Instruction before the Hiring Presentations. The Office of Instruction will verify the accuracy of the data on the Hiring Request Forms, and then the forms will be distributed to the senators (or designees) of the Academic Senate. The senators (or designees) will review the completed forms in preparation for the Hiring Request Presentations.

Approved Vacant Faculty Positions
Approved vacant faculty positions that may be considered through the Hiring Request Process consist of the following:

1. Faculty Positions that have been vacated through retirements, resignations, or terminations,

2. Novel positions that have been vetted and approved by the Academic Senate.

Novel Position
A Novel Position is one that is FTE driven, and has not existed at the college at any level. Such positions include, but are not limited to coordinator positions and positions shared by multiple departments, such as the Math Lab Coordinator, Faculty Researcher, and the Photo/Journalism Instructor.

Vetting and Approval Process for New Faculty Positions

1. Novel Position requests shall be presented to the Academic Senate no later than the spring semester before the fall Hiring Request cycle by the area Dean, Department Chair(s), or designee(s).

2. If the Novel Position is approved by the Academic Senate, then it may be considered during the following Hiring Request cycle.

3. If the Novel Position is not approved by the Academic Senate, it may be submitted for approval during the next cycle. The decision of the Academic Senate shall stand for the current cycle. There is no limit on the number of times a Novel Position may be submitted for vetting and approval.

4. A Novel Position need only be vetted and approved by the Academic Senate once. Its approval is maintained whether or not the position progresses beyond the Hiring Request Process.

<u>Request Process</u>

1. Academic Senate President (ASP) and Vice President of Instruction (VPI) will meet and randomly select the order of presentations.

2. Each Department Chair or the faculty designee has up to four minutes to present the hiring request to the Academic Senate. If a department is asking for 2 or more positions, then a 5 minute maximum for the request will be given. Presenters are encouraged to use their time to supply the Academic Senate with contextual and background information not found in the Hiring Request Forms.

3. Each presentation shall be conducted by one and only one person, the Department Chair or Faculty Designee. In the absence of a full-time faculty member in a department, a dean may make this presentation only with the approval of the Faculty Senate Executive Committee.

4. It is expected that all presenters (or designees) show up for their scheduled presentation. However, if a presenter (or designee) fails to make the scheduled presentation, the presenter (or designee) may present after all other presentations on that day, if time permits. If time does not permit on that day, and there is still another day of presentations, then the presenter (or designee) may present on the next day of presentations, if time permits. Failure to present for a position does not preclude the position being voted on by the Academic Senate.

5. Each senator will be able to vote, provided that the senator or the senator's designee is in attendance at all meeting presentations. If the senator is not at either meeting, then the designee will vote. If the senator is at one meeting, and a designee at another meeting, then the senator will consult with the designee before casting a ballot. In addition, all senators (or designees) must be present for all of the presentations to be considered present. If the senator (or designee) cannot attend one of the meetings, another designee from that senator's division may attend with prior clearance from the Academic Senate President.

6. The subsequent Senate meeting will be dedicated to discussing Senators' remaining questions of the hiring requests. Questions or concerns that cannot be answered during this meeting (if any) will be collected and sent by the Academic Senate President to the appropriate Chairs (or their designees). Chairs will have 48 hours to respond to these questions; all responses (if any) will be collected by the Academic Senate President into a document and sent to the Academic Senate at that time.

7. After the responses (if any) are received by the senators, a ballot will be created and sent (via e-mail) to all senators. If a senator has a designee that was present for any or all of the presentations, he/she shall communicate their vote to the senator for purposes of voting.

8. The votes will be tallied electronically, and reviewed by the Academic Senate President. The results will be documented and the rankings shared with the Academic Senate. These rankings will be the faculty recommendation to the administration regarding the prioritization of faculty new hires.

9. These rankings will also be shared with the VPI and Vice President of Student Services (VPSS). The VPI and VPSS will then meet with the college President and do a final ranking of the positions based on the recommendation of the Academic Senate and Division Deans. Academic senate executive committee members may attend this meeting for informational purposes.

10. The VPI will meet with the ASP and share the re-ranking of the hiring prioritization.

11. The VPI will come to the Academic Senate and share the re-rankings along with the rankings/recommendations from the Academic Senate, for comparison. Senators may ask questions at this time.

12. Following the discussion at the Academic Senate the VPI and President will send the hiring request and prioritization to the district office.