

FULL TIME FACULTY HIRING PROCEDURE MEMORANDUM OF UNDERSTANDING

**Between the College of Marin
Academic Senate, Administration, Board of Trustees**

Academic Senate's Statutory Roles with the Board of Trustees:

The Academic Senate is required to reach **joint agreement** with the Board of Trustees in the following areas:

- Hiring Criteria, policies and procedures for new faculty members: Ed Code Section 87360(B)

The Academic Senate's hiring ranking system will:

- be a District procedure agreed to by the Academic Senate and the District
- involve faculty in providing data and making determinations
- include objective data in a manner that can be changed/improved as needed
- consider both qualitative and quantitative data as provided by each discipline, program or department through program review
- address the college mission and goals set by the Education Master Plan (EMP)
- consider directives from accrediting bodies such as ACCJC or BRN/NLNAC which may or may not be included in program reviews

Procedure Overview

The Senate requests that the Planning and Resource Allocation Committee (PRAC) form a **Full Time Faculty Allocation Committee (FTFAC)** to oversee the process for determining how disciplines/departments and programs will be ranked each year for the purpose of prioritizing full time faculty hiring needs. This committee will conduct a data-driven review of conditions in each department/discipline and program, including, but not limited to, input from all disciplines through program review, and college data regarding FT/PT ratios and FTEF. This process will be conducted annually and rankings will be made anew each year.

The FTFAC working with the PRAC will establish a timeline for the yearly ranking process. The Program Review Facilitator will provide the FTFAC with program review data for consideration in determining rankings.

The FTFAC shall use responses from a questionnaire to determine rankings. The questionnaire shall be designed by the FTFAC and reviewed by the Academic Senate, the Program Review Committee and the Vice President of Student Learning. The questionnaire shall be included in the program review template. Comments from academic chairs and deans included in the program review template will also be considered.

Once disciplines requesting FT positions are identified, an open forum will be held at which discipline faculty may make additional comments on their requests directly to the FTFAC.

After the rankings are completed by the committee, the list shall be shared with the Department Chairs for additional review and recommendations and shared with the Academic Senate. Recommendations of the chairs, as a body, shall be returned to the FTFAC for consideration.

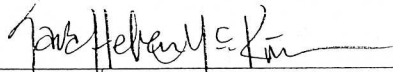
The FTFAC shall respond in writing to the Chairs explaining any recommendations that are not followed. The final FTFAC recommendations in ranked order shall be submitted to PRAC and PRAC will determine the final number and priority of faculty positions to recommend for hiring. The final PRAC recommendations shall be submitted to the College President.

Committee Structure

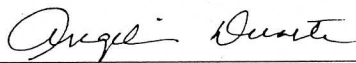
The Full Time Faculty Allocation Committee will be composed of the following representatives:

- Three faculty members who sit on the Planning and Resource Allocation Committee
- The Vice President of Student Learning
- The area dean who sits on PRAC


Approved by the Academic Senate April 21, 2011



Sara McKinnon
President, Academic Senate



Angelina Duarte
College of Marin Vice President of Student Learning



David Wain Coon Ed. D.
College of Marin Superintendent/President



Diane Conti
College of Marin President Board of Trustees

Date: April 27, 2011