



Faculty Staffing Process

Approved by Faculty Senate January 30, 2025

I. Definitions from the Residential Faculty Agreement (RFA), Articles 1, 2.2 and 14

Faculty Agreement Article 1 Definitions

College Faculty Staffing Advisory Committee:

The College Faculty Staffing Advisory Committee will consult with Department/Division Chairs and other appropriate personnel in order to make recommendations on the staffing of Residential Faculty positions. This committee consists of the appropriate instructional administrator and at least (4) four Residential Faculty appointed by the Faculty Senate President. The instructional administrator will be a nonvoting member of this committee.

Relevant data related to the college will be provided to the committee by the appropriate college personnel as requested by the College Faculty Staffing Advisory Committee. Relevant data includes, but is not limited to, the Residential/Adjunct faculty ratio by discipline, the FTTE/FFTE ratio by discipline, FFTE by discipline, headcount by discipline, and the number of budgeted Residential Faculty lines at the college. The committee's recommendations will be delivered to the College President.

Residential Faculty:

Residential Faculty are full-time faculty members who hold Probationary or Appointive status

Fall Full-Time Student Equivalent (FFTE):

The Fall Full-Time Student Equivalent (FFTE) is calculated by dividing the total number of attempted Fall Semester credits of all students (part-time, full-time, and dual enrollment) by 15, which would represent the total number of students if all students were enrolled full-time.

Article 2.2 Participation in Educational Policy Making

Faculty are charged with determining the processes for implementing Shared Governance within the Faculty ranks. Residential Faculty have primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of integrated student support which relate to the educational process. OYO, OSO, and Adjunct Faculty are encouraged to participate where the opportunity arises.

Residential / Adjunct Faculty Ratio

The residential / adjunct ratio is defined as follows:

$$\text{residential / adjunct ratio} = \frac{\text{residential load hours}}{\text{total load hours}} : \frac{\text{adjunct load hours}}{\text{total load hours}}$$

Faculty Agreement Article 14 – Residential Faculty Positions

14.1 Methodology for the number of Residential Faculty Positions

Residential Instructional Faculty authorized positions at any College are based on total instructional Load for the most recently completed Fall and Spring semesters in the same academic year. Load is converted to full-time teacher equivalents (FTTE) by dividing total instructional Load by 30. Residential Library Faculty and Residential Counseling Faculty authorized positions are based on FFTE.

14.1.1 Instructional Faculty

At the individual Colleges, a minimum of 60% of the total instructional Load shall be taught by Residential Faculty. The residential/adjunct ratio, as defined in Faculty Agreement Article 1, for the individual Colleges will be calculated each Fall semester.

14.1.2 Library and Counseling Faculty

At the individual Colleges, there will be a minimum of one (1) Residential Library Faculty and one (1) Residential Counseling Faculty per 1000 FFTE. The Library and Counseling Faculty ratios as defined in Article 1 for the individual Colleges will be calculated each Fall semester based on FFTE.

14.1.3 Allocation of Residential Faculty Lines at the Colleges

As part of its normal deliberations, the College Staffing Advisory Committee will seek to allocate Residential Faculty lines with an appropriate balance between Departments/Divisions to ensure that 60% of the total instructional Load at each College is taught by Residential Faculty and the Library and Counseling Faculty ratios are achieved.

II. Vision

Support SMCC in providing high quality education to our diverse student community by recommending faculty staffing to meet the current and emerging needs of students and the college.

III. Purpose

The purpose of the SMCC Faculty Staffing Advisory Committee (FSAC) is to develop and apply criteria for the justification of all Residential Faculty positions, including new budget lines as well as vacated lines due to separation (transfer, retirement, resignation or death). Recommendations will be forwarded to the College President.

IV. Collaborative Working Agreement Guidelines for the SMCC FSAC

IV.A Institutionally-oriented mindset and process (global/broad)

As a committee we focus on prioritizing faculty staffing needs that will create an environment that is conducive for SMCC and our current and future students' success.

IV.B Data-informed process (including getting the appropriate data and streamlining its use)

As a team we will use a data-informed decision-making process to facilitate and support faculty staffing recommendations

IV.C Consensus building

The committee will engage in a collaborative process to consider all points of view and information in working towards a recommendation.

IV.D Usage of time

The committee members will respect others' time by actively listening, will be respectful in tone when communicating, and do the requisite prep work outside of committee meetings. The committee believes everyone has a voice to speak freely but will refrain from repeating themselves over and over.

IV.E Openness to change

The committee is dedicated to a process of continuous improvement, a process of substantive change, open-mindedness and a fair and equitable process while focusing on college-wide vision.

IV.F Trust and communication

The committee supports open and respectful communication, acting and reporting out with one voice to all involved parties and strives for integrity and transparency in all our

processes and actions. The committee members commit to a respectful tone when communicating and will engage in active listening to respect each others' time. The committee supports equitable, interest-based and transparent discussion that gives all voices equitable and appropriate time and space. Committee members will also be mindful of time constraints so that everyone's voices are heard.

V. FSAC Membership

In compliance with Residential Faculty Agreement Article 1, membership of this committee will be assigned by the Faculty Senate President. By September 1, the Faculty Senate President will send a callout to all Division Chairs, simultaneously notifying all SMCC Residential Faculty for nominations. Division Chairs will forward the names of 2-3 faculty members from each respective division to serve for the current academic year. Chairs may not serve as members of the Committee. The Faculty Senate President will confer with the Vice President of Academic Affairs to identify a primary member and an alternate member from each Division. The final committee membership will be determined and communicated to all SMCC Residential Faculty in September.

Membership of the FSAC consists of the following (voting members will score and rank proposals).

- Faculty Senate President, Committee Chair, non-voting member and only votes to break a tie
- Faculty Senate Past/President-Elect, voting member
- Vice President of Academic Affairs or designee, non-voting member
- Faculty Representative from each academic division (one voting member per division)

FSAC will consult with stakeholders with special expertise as needed and as appropriate.

VI. FSAC Meetings

The FSAC will meet as needed to review any proposals to fill vacancies due to separation. The Committee will also meet prior to the last day of fall accountability to review and rank new faculty position proposals. The Committee Chair will provide routine updates to the Faculty Senate.

VII. Timelines for Faculty Proposals

The FSAC Chair will notify the FSAC and all residential faculty by the second Friday in October that the period to submit a proposal for a new budget line is open. The announcement will

include any forms/templates and criteria that will be used in the evaluation proposal process. Programs or disciplines scheduled to sunset are not eligible for proposals. The deadline for submitting faculty proposals for a new faculty line is the last Friday before Thanksgiving Recess.

Replacement of faculty due to separation shall not be considered until the official paperwork for retirement or resignation has officially been submitted to Human Resources (HR). A proposal to fill any vacancy due to separation shall be submitted to the FSAC no later than the end of the semester following the date of separation.

VIII. Data and Rubric

SMCC Institutional Research will assist in making sure data is accurate and available to be downloaded from Tableau dashboards into the proposal. All required data should include the past five full academic years. If no institutional data is available, such as with new programs, other data sources should be shared with the committee prior to proposal submission.

Each August, the College President, Vice President of Academic Affairs, Vice President of Administrative Services and the Faculty Senate President will confirm the number of budgeted Residential Faculty lines. For historical context, let it be known that 69 budgeted Residential Faculty lines were confirmed for the 2024-2025 fiscal year.

Quantitative Data (required, per RFA Article 1):

- Residential/Adjunct faculty ratio by discipline
- FTTE/FFTE ratio by discipline
- FFTE by discipline
- headcount by discipline
- number of budgeted Residential Faculty lines at the college

Qualitative Data (included in the Faculty Staffing Rubric):

Mission, Vision and Strategic Plan

1. How does this position align with the college vision, mission and core values?
2. How does this position align with the program, department or division as well as the College's Strategic Plan? (Please attach a copy of any related program reviews, division/department unit plans, and aspects of the College's Strategic Plan).

Courses and Enrollment Impact

3. Instructional/Service Faculty

Address the following:

- The availability of qualified adjuncts for this position. Are there qualified adjuncts available for this position?
- Identify current residential faculty who are capable of teaching the courses or fulfilling the service hours attributed to this position. Are there current residential faculty who are capable of teaching the courses or fulfilling the service hours attributed to this position?
- Service Faculty: discuss the need for an additional faculty member in this area. Why is there a need for an additional faculty member in this area?
- Does the program want to expand or does the program need to expand? Is the expansion a need or a want?
- Discuss the current and historical fill rate for the courses this faculty member would teach. What are the current and historical fill rates for the courses this faculty member would teach?

4. Instructional Faculty: How do courses taught by this position meet a university transfer and/or occupational program requirement and/or meet prerequisites for required courses?

Service Faculty: What services, support programs or other resources would this faculty member perform to increase retention, student transfer and enrollment?

5. Please detail the perceived consequences of not having a residential faculty in this position. Consider the following:

- Is there an interdependency that must be considered?
- Do these courses or services support other areas of the campus?
- Do students need these courses or services to meet their educational goals?
- Is this an at-risk or smaller program with only one Residential Faculty?
- Will this position maintain or sustain program stability and equity?
- Is there an interdependency that must be considered?
- Do these courses or services support other areas of the campus?
- Do students need these courses or services to meet their educational goals?
- Does filling this position meet our public stewardship commitment?

6. How does the requested position support the division/department and SMCC's strategic plans for growth, partnerships and / or response to current or future community needs? Describe how this position contributes to the academic needs and/or develops the skills needed for students to meet their educational needs or enter the workforce.

Consider the following (conversations with VPAA and key stakeholders encouraged):

- What are the trends in the labor market (return on investment, etc)?
- Does the current college infrastructure support the hiring of this position?
- Why is this a good time to be producing more graduates in this program or discipline?
- Is this a growing field that SMCC must recognize the need for and begin to support?

IX. Scoring and Ranking Process:

After the deadline for submission of new proposals, the FSAC Chair will convene a committee meeting, inviting Division Chairs and other stakeholders to present and answer questions related to their new line proposals. Non-members may stay through discussion, excluding the scoring, voting or ranking of proposals. Only voting members can score and rank the proposals.

Proposals for vacancies due to separation may be submitted no later than the end of the term following the separation. The FSAC will evaluate any submitted vacancy due to separation proposals within 30 faculty accountability days of receipt of proposal and add the scored proposals to the ranked list of new line proposals.

The ranked list of recommendations will be provided to the respective Division Chair(s), the Vice President of Academic Affairs and the College President by the FSAC Chair:

- no later than the last day of faculty accountability before winter recess for new faculty lines
- no later than 5 business days after review of the proposal for vacancies due to separations

The College President will respond in writing to the FSAC Chair and provide a course of action to the recommendations. This response will be provided 10 business days after the receipt of the ranked list. If the available lines are not filled according to the ranked list recommended by the FSAC, or faculty position(s) are not filled, the College President will provide a written rationale to the FSAC Chair. The FSAC Chair will disseminate this information to the respective Division Chair(s), the FSAC, and all SMCC Residential Faculty.

X: Request for OYO and OSO Faculty Positions:

For a variety of reasons, a Division Chair may meet with the Vice President of Academic Affairs to determine if an OYO or OSO is a temporary solution to faculty staffing. Once this decision has been determined, the Vice President of Academic Affairs will notify the FSAC Chair of the decision. This information will then be disseminated to the Faculty Senate and the entire FSAC.

XI: SMCC Memorandum of Understanding

This Faculty Staffing Process agreement has been submitted to stakeholders including the College President, Vice President of Academic Affairs, the Faculty Staffing Advisory Committee, and Faculty Senate.

This MOU is in effect through Spring 2026 and will be incorporated into the SMCC College Plan into the 2025/26 Academic Year.

In subsequent years, changes to the faculty staffing process agreement may be initiated by any faculty member, the Vice President of Academic Affairs or designee, or the College President. These changes must be approved by the Faculty Senate, Vice President of Academic Affairs, and College President.



2/5/25

President Veronica Hipolito

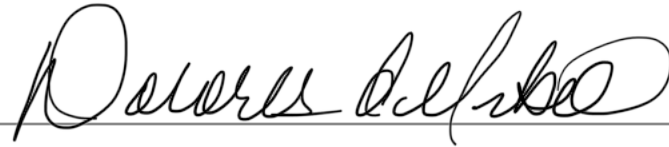
Date



2/5/25

Dr. Alice Murillo, SMCC Vice President of Academic Affairs

Date



2/5/25

Dr. Dolores Urbieto, SMCC Faculty Senate President

Date