

## Faculty vacancy processes

### Definitions

A *Vacant Faculty Position* is defined as a funded position in a specific discipline, vacated by resignation, retirement, illness or death of a faculty member.

An *Unfilled Faculty Position* is defined as a funded position in a specific discipline, that remains vacant due to an unsuccessful search process.

### Process for Requesting a Vacancy Replacement

1. Faculty in the affected or closely related program completes a Vacancy Replacement Request (form attached below) and presents it to the Academic Senate for discussion and action. A dean may submit the request if there are no appropriate faculty to do so.
2. The Academic Senate submits the Vacancy Replacement Request and its recommendation to the Planning and Budgeting Council.
3. The Planning and Budgeting Council (PBC) discusses the Request and makes its recommendation to the President.
4. The President informs PBC and the Academic Senate of his/her decision.

### Timeline for Requesting a Vacancy Replacement

1. When there is a vacant faculty position, the affected program has two (2) complete semesters in which to initiate a request for replacement. For example, if a retirement is announced February 2017, the program has through Spring 2018 to request a replacement.
2. During this time, the program may perform a Program Improvement and Viability (PIV) study in order to determine whether a replacement is warranted. If the PIV results in a revitalization plan, the PIV Task Force may recommend to Academic Senate an extension of the deadline for requesting a replacement by a specified number of semesters.
3. A program may petition the Academic Senate for an extension of the deadline due to extenuating circumstances. The Academic Senate is not required to grant extensions.
4. If no replacement is requested within the defined timeframe, the Academic Senate may recommend to the college President that the vacant position be reallocated to another discipline based upon the most recent prioritized list of new faculty position proposals.
5. If the college President denies or defers a Vacancy Replacement Request, the Academic Senate may request that the administration hold and reserve funding for the vacant position and provide an extension of a specified duration to allow the program to re-

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evaluate the proposal and/or perform a PIV study before resubmitting the replacement request.

### **Unfilled Position Process & Timeline**

1. When there is an unsuccessful search for a full time faculty position, the affected program may try the recruitment process again over the course of two (2) subsequent semesters.
2. If the position remains unfilled after this time, the Academic Senate may recommend to the college President that the position be reallocated to another discipline based upon the most recent prioritized list of new faculty position proposals.
3. A program may petition the Academic Senate to grant an extension for a defined period of time. The Academic Senate shall consider the merits of the extension request against the opportunity costs of not using the funds to fill other proposed faculty positions.

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### Vacancy Replacement Request ( 1 page limit)

1. Title of position:
2. Job description (approximately two sentences):
3. If applicable, justify any proposed changes in the position or job description since last hire. For example, an English generalist instructor retires but the department would like to make an argument for a basic skills instructor.
4. Does the vacancy bring that department to having no full-time faculty?
5. Are there any special regulations such as law, Title 5, Education Code, Student Success Initiative, or accreditation standards, etc., that would require a minimum of one full-time faculty member?
6. How does the position support the goals of the Educational Master Plan or other strategic college plans?
7. Describe program review or other data that indicate a demonstrated program/service need.
8. (optional) Additional information that may be helpful to the Academic Senate and Planning and Budgeting Council in making recommendations, such as, but not limited to, how the position:
  - a) Addresses access, equity, retention issues
  - b) Circumvents an extraordinary difficulty of hiring adjuncts
  - c) Addresses department plans and innovation