TOP OF NUVENTIVE PAGE *(this applies to everyone)*
- Item/Personnel Requested
- Item/Position Description
- Status (dropdown: New Request - Active, Continued Request - Active, No Longer Needed - Inactive, Funded - Inactive, Not Funded - Inactive)
- Type of Resource (dropdown: Advertising, Budget Augmentation, Contract Services, Equipment (over $5000), Facilities, Information Technology, Instructional Personnel, Non-Instructional Personnel, Other)
- Cost
- One-Time or Recurring Cost (dropdown: One-Time Cost, Recurring Cost)
- Critical Question: How does this resource request support closing the equity gap?
- Critical Question: How does this resource request support Latinx and AANAPISI students?

NEW FACULTY POSITION PROPOSAL
Click in the shaded fields and start typing your response.

A. How does the proposed position align with specific objectives within the college's and/or Board of Trustees/District's strategic plans/recommendations, goals, or initiatives?
  - Cañada Strategic Plans: https://www.canadacollege.edu/plans/index.php
  - Cañada Goals: https://canadacollege.edu/emp/goals.php
  - Cañada Initiatives: https://canadacollege.edu/prie/emp-implementation-matrix-sept-22-v2.xlsx
  - Board of Trustees/District Plans/Recommendations: https://smccd.edu/strategicplan/

B. How does the proposed position address the program's or department's goals? Please refer to specific elements of the most recent program review (e.g., comprehensive review, annual update, mid-cycle review). Link to program review webpage: https://canadacollege.edu/programreview/timeline.php

C. Program Need and Impact
A shortage of full-time faculty may limit a department/program's ability to meet program, institutional, and site responsibilities such as committee work, program oversight, program review, etc. Certain disciplines may find it challenging to solve their staffing needs because faculty are unavailable and/or cannot be retained.

Instructional
1. Number (headcount) of full-time faculty in the program or department.
2. What is the Full Time/Part Time ratio?
3. Does your current FTEF (Total Full Time Equivalent Faculty) meet the 75% annual goal? What is the FTEF in both Fall and Spring semesters over the past 3 years? What is the average per year?
4. Average number of sections offered per year.
5. Average departmental Fill Rate per year.

6. Qualitatively and quantitatively describe student demand within this discipline, especially for those courses that will be assigned to the proposed faculty member.
7. Are there any course offerings, programmatic needs, and/or degree completions impacted and/or not available due to an inadequate number of faculty?
8. Are there any course offerings, programmatic needs, and/or degree completions that will not be available if the position does not move forward at this time?
9. Please explain any special circumstances not reflected in the data reported above such as reduced sections or services due to low staffing, department/program size, location specific needs versus district-wide needs, routine full-time faculty overloads, high-need courses offered infrequently because of staffing issues, chronic under-filling of required courses, etc.

Counseling

1. Number (headcount) of part-time and full-time counselors in the program or department.
2. Number (headcount) of full-time counselors assigned to perform non-counseling duties such as program coordinator and articulation officer.
   a. What is the percentage of the non-counseling time assigned?
   a. What is the percentage of the counseling time?
3. The number of students in the program or department in the last three years.
4. The number of Student Counseling Contacts in the last three years.
5. What is the current ratio of counselors (FTEs) to student headcount within the program or department?
6. Qualitatively and quantitatively describe student demand, especially for those programs/departments that will be assigned to the proposed counseling faculty member.
7. Are there any counseling services that are not currently available due to an inadequate number of counselors?
8. Are there any counseling services that will not be available if the position does not move forward at this time?
9. Please explain any special circumstances not reflected in the data reported above such as reduced counseling services due to low staffing, department/program size, location specific needs versus district-wide needs, routine full-time faculty overloads, high-need counseling services offered infrequently because of staffing issues, etc.

Librarians and Other Non-Instructional Faculty
1. Number (headcount) of full-time non-instructional faculty in the program or department.
2. Percentage or ratio of hours staffed/services provided by full-time faculty (average from last three years).
3. Number of students and/or other relevant college community members (such as faculty) served by program in the last three years.
4. Is there a need for specific instructional areas or special service areas that exist and cannot be met by current faculty expertise?
5. Qualitatively and quantitatively describe student/faculty demand, especially for those services that will be assigned to the proposed faculty member.
6. Are there any services that are not currently available due to an inadequate number of librarians or other non-instructional faculty?

7. Are there any services that will not be available if the position does not move forward at this time?
8. Please explain any special circumstances not reflected in the data reported above such as reduced sections or services due to low staffing, department/program size, location specific needs versus district-wide needs, routine full-time faculty overloads, high-need courses offered infrequently because of staffing issues, chronic under-filling of required courses, etc.

D. If this proposal is not funded, will there remain a minimum of one existing full-time faculty in the discipline? Yes No

E. *Federal or State mandates*: Is the position required by the Federal or State government, and/or is it essential to keep the college in compliance with Federal or State laws and regulations?