San Diego City College
New Contract Faculty Hiring Criteria

The mission of San Diego City College is to meet “the diverse and ever-changing educational, cultural, and economic needs of the urban core and surrounding communities of San Diego.” In order to support the City College mission and to promote student success the following list has been developed as criteria for hiring new permanent contract faculty. Please note that these criteria do not apply to faculty hired under restricted contracts (e.g. for grant funded programs).

PRIORITY 1: Position necessary for external program accreditation or certification to maintain the program. These positions automatically receive top priority.

PRIORITY 2: All other contract faculty positions will be ranked based on the following equally-weighted criteria using a scale of 0 to 4. Examples of evidence to consider are listed below, however these lists are not exclusive. Other factors to consider include the need to replace retired faculty or faculty who have resigned, previously identified hiring priorities, areas of need that can only be met by hiring contract faculty, or to meet legislative mandates for funding.

I. Position recommended by City College’s ACCJC/WASC accreditation recommendation document.
   Evidence to consider:
   a) Written recommendation from ACCJC or campus-identified planning agenda item. Rating based on strength of recommendation.

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<td>No evidence/data to support request</td>
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<td>Moderate evidence/data to support request</td>
<td>Strong evidence/data to support request</td>
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   Rating for Criterion I: ________

II. Position supported by department or program data.
   Evidence to consider:
   a) Percentage of contract faculty FTEF within a department.

Criteria approved by Academic Senate: 2/6/12
Criteria approved by MPAROC: 2/22/12
Criteria Rating approved by Academic Senate 5/20/13
b) Recommended faculty to student ratio per service standards, including comparative data between 2006 and the current date.

c) Discipline/department/service with NO full-time contract position.

d) Number of programs in the district. (If there are no other programs available in the district, it limits options for the students.)

e) Position necessary for supervision of hazardous environment.

f) Position required to provide adequate supervision of students.

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No evidence/ data to support request
Minimal evidence/ data to support request
Moderate evidence/ data to support request
Strong evidence/ data to support request
Compelling evidence/ data to support request

Rating for Criterion II: _________

III. Position supports a campus-wide need.

Evidence to consider:

a) Need for new program/service.

b) Impact on student retention/persistence.

c) Needed for or because of SLO development and assessment, program review, or curriculum development.

d) Needed for continued campus involvement in shared governance and decision making. (FTEF/WSCH)

e) Student service hours of operation in relation to number of faculty and number of students served.

f) Needed to meet ACCJC/WASC Accreditation, CA ed. Code, Title 5 standards/requirements, or to meet legislative mandates for funding. (AB1725, SB1456, 75/25% contract faculty to adjunct ratio)

g) Position supports physical or mental health needs of students.

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No evidence/ data to support request
Minimal evidence/ data to support request
Moderate evidence/ data to support request
Strong evidence/ data to support request
Compelling evidence/ data to support request

Rating for Criterion III: _________

IV. Position supports a student-success need.

Evidence to consider:

a) Basic skills need.

b) Serves specialized student needs. (i.e. DSPS, FYE, career counseling, academic counseling, LRC, athletics, etc.)

c) Maintains non-classroom student contact hours. (i.e. counseling, LRC, athletics, instructional support, etc.)

d) Library and information science expertise.

Criteria approved by Academic Senate: 2/6/12
Criteria approved by MPAROC: 2/22/12
Criteria Rating approved by Academic Senate 5/20/13
e) Need to contribute to student contact hours outside the classroom, for communication/collaboration between dept. and student services, and to bring innovative approaches to learning in and out of the classroom.
f) Un-staffed or under-staffed facilities or student support services. (i.e. career & transfer services, veterans counseling, facilitating student orientations, LRC, Math Center, English Center, etc.)
g) Discipline/department/service needing a full-time contract position because of labs or specimens to organize.
h) Position supports college mission and institutional priorities.

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No evidence/data to support request Minimal evidence/data to support request Moderate evidence/data to support request Strong evidence/data to support request Compelling evidence/data to support request

Rating for Criterion IV: _______

V. Position supports a community, vocational, transfer, or outreach need.
Evidence to consider:
a) Fosters collegial interaction and improves community environment. (i.e. SIFE)
b) Job placement needs.
c) Job readiness skills.
d) Economic development.
e) Need to support students throughout the community in off-campus locations.
f) Need for program/course articulation and student transfer needs.

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No evidence/data to support request Minimal evidence/data to support request Moderate evidence/data to support request Strong evidence/data to support request Compelling evidence/data to support request

Rating for Criterion V: _______

When a department requests a position, they must submit a complete and succinct response/narrative to each of the five criteria listed above.
Recommendations for possible supporting information are given in the examples. Please provide any other relevant information that supports your request.

See below for the “Rationale for Full-Time Faculty” that guided the development of the above criteria.

**Rationale for Full-Time Faculty**

- Support student success
- Serve as a subject-matter expert
- Develop curriculum
- Take part in Program Review: 6 and 2-year review process
- Create certificates, degrees and new programs
- Write, assess, and evaluate SLO's on an ongoing basis
- Participate in shared governance, meetings, and decision making
- Advise Clubs
- Recommend, mentor, and train adjunct faculty
- Recommend, mentor, and train full-time contract faculty
- Ensure course applicability to local universities
- Maintain office hours
- Be accessible to students
- Develop research materials and maintain up-to-date library collections
- Advocate for subject matter and discipline
- Evaluate contract and adjunct faculty
- Keep current with academic and career advancement
- Promote community and industry outreach
- Foster collegial interaction and improve the college environment
- Assume lab responsibilities/supervision
- Provide career assessment, guidance and support
- Advocate for student needs

Revised draft 5/2/13 R. Barnes

Criteria approved by Academic Senate: 2/6/12
Criteria approved by MPAROC: 2/22/12
Criteria Rating approved by Academic Senate 5/20/13