

HARTNELL COMMUNITY COLLEGE DISTRICT

FULL-TIME PROFESSORS POSITIONS COMMITTEE

MISSION STATEMENT

We advance social and economic justice through the transformative power of education.

VISION STATEMENT

- A place where students receive the message every day that they belong, their ideas matter, and they bring worth to the community.
- A place where students build relationships and build their future.
- A place where students can give their all to their education and future without worry that something will stop their educational journey.
- A place where we dismantle self-imposed and societal barriers.
- A place of transformation, growing the thoughtful leaders of tomorrow.
- A place where dreams become possibilities.

VALUES STATEMENTS

Our core values reflect our deeply ingrained beliefs that guide everything we do. When we practice these values, we put students first.

Education. We believe it is important to state explicitly that education is our highest value, and is the reason why we are here. We believe wholeheartedly that education is fundamental to achieving personal and economic advancement, equity, sustainability, and community vibrancy.

Connection. We know that feeling connected fosters a sense of belonging and comunidad. Connection helps us build and maintain trust, improve communication and collaboration, strengthen relationships with each other, and grow a strong community of care.

¡Sí se puede! The one phrase that rallies our community is “¡sí se puede!” For all of us - students, employees, and community members - this statement is a unifying call to action, reminding us that change is possible through collective effort and solidarity.

Cultural wealth. We embrace all of our students, employees, and community members for who they are, and we value the rich cultural assets they bring to us. Our students come to us and make us better, and they go out and make the world better.

Impact. What we do matters to our students and to our community. Wherever we sit, we all play a critical role in advancing equity, post-graduation success, and economic and community vibrancy. We believe that impact is what truly drives change.

FULL-TIME PROFESSORS POSITIONS COMMITTEE MEMBERSHIP (and terms of service):

- Faculty co-chair (elected by the committee for a 2-year term)
- Vice President of Student Success and Teaching Excellence, permanent
- Academic Senate President (or designee), permanent

- Vice President of Human Resources, permanent (non-voting)
- Director of Institutional Research, permanent (non-voting)
- Academic Deans:
 - o Agriculture, Business, & Industries
 - o Arts & Languages
 - o Counseling
 - o CTE & Workforce Development
 - o Health Sciences / Kinesiology & Athletics
 - o Health Sciences / Nursing
 - o Social Sciences
 - o South County Ed
 - o STEM
- Sixteen faculty members appointed by the Academic Senate to represent each academic area (Two from each area; three-year terms):
 - o Agriculture, Business, & Industries
 - o Arts & Languages
 - o Counseling
 - o Health Sciences / Kinesiology & Athletics
 - o Health Sciences / Nursing
 - o Library
 - o Social Sciences
 - o STEM
- One classified professional from Institutional Equity, Effectiveness, and Success to provide data only (non-voting)

PURPOSE:

The Full-Time Faculty Hiring Committee is a standing committee of the Academic Senate, as established through mutual agreement between the District and the Academic Senate, whose purpose is to apply established criteria to make prioritized recommendations for the hiring of full-time faculty and forward those recommendations, on behalf of the Academic Senate, to the Superintendent/President.

RECEIVES INFORMATION FROM:

The following sources appropriate to the work of the committee include, but are not limited to: the Office of Institutional Equity, Effectiveness and Success, academic areas through the program planning and review process, accreditation recommendations, labor market performance indicators, existing Master and Strategic Plans, community and partners input, existing or pending grants, and other councils and committees as needed. Budgetary information will be provided by the Office of Administrative Services and local availability data will be provided by the Office of Human Resources. Clerical support will be provided by the College.

COMMITTEE RESPONSIBILITIES:

The functions and operating guidelines of the Full-Time Professors Positions Committee include the following:

- a. Review requests for new and replacement faculty positions through the academic program review process and academic divisions program review summaries.
- b. Review and critically evaluate supportive data relative to each new or replacement faculty position. Data are classified according to an internal process developed in collaboration with the Academic Senate President (or designee), the Vice President of Academic Affairs (or designee), the Vice President of Student Affairs (or designee), the Associate Vice President of Human Resources & Equal Employment Opportunity (or designee) and the Dean of Institutional Planning and Effectiveness. Support data include such measures as: institutional need, impact of program, discipline trends in enrollment, completion, revenue/cost ratios, funding source, efficiency, percent of full-time instructors currently in the discipline area, program awards (degrees and certificates) and other available data that the committee deems appropriate.
- c. Adhere to a voting process based upon the following considerations:
 - Each committee member is responsible for exercising his or her independent judgment in prioritizing each position
 - To participate in the voting process, each committee member (or a proxy) must be in attendance for substantially all meetings
 - Voting will include all committee members
 - Voting will be anonymous, using the appropriate form developed by the committee.
 - Following conclusion of the voting process, the Vice President of Academic Affairs (or designee) and faculty chair shall meet to compile the scores and produce a ranked list.
- d. Develop a prioritized list of recommended full-time faculty positions to be submitted to the Academic Senate and Superintendent/President.
- e. The Full-Time Faculty Hiring Committee Chair will regularly report on committee activities during Academic Senate meetings and will ensure that minutes are posted in a timely manner to the college website.

EVALUATION OF COMMITTEE EFFECTIVENESS:

An evaluation of the effectiveness of the committee will be conducted each spring semester and distributed to committee members, the Academic Senate and the Office of Institutional Equity, Effectiveness, and Success.

TIMELINE and PROCESS:

| Timeline and Process | | |
|---|---|-----------------------|
| Fall Semester | | |
| Task | Responsible person/office | Date |
| Update full-time faculty hiring dashboard | Office of Institutional Research | Summer |
| Share hiring timeline and process and the estimated number of hires with the Academic Senate and Deans | Vice President of Student Success and Teaching Excellence | 1st week of September |
| First FTPPC meeting Share list of requested full-time faculty hires from the PPA process | FTPPC membership PPA specialist | 2nd week of September |
| Identify and submit full-time faculty hiring requests to the Vice President of Student Success and Teaching Excellence and the Vice President of Student Affairs | Deans, in collaboration with area faculty | 3rd week of September |
| Make hiring requests, data, and PPA list available to FTPPC committee members | FTPPC Co-Chairs | 4th week of September |
| Full-day FTPPC meeting: <ul style="list-style-type: none">• Data review• Facilitated discussion of requests• Ranking and tallying• Final discussion and ratification of rankings | FTPPC membership | 1st week of October |
| Rankings presented to the Academic Senate as an information item, and submitted to the Superintendent/President | FTPPC Co-Chairs | 2nd week of October |

| | | |
|--|--|----------------------|
| Meeting to determine final ranking list | <p>Superintendent/President</p> <p>Vice President of Student Success and Teaching Excellence</p> <p>Academic Senate President (observer and resource, but not as a decision-maker)</p> | Last week of October |
| Final list completed and shared with the FTPPC co-chairs and the Academic Senate President | Superintendent/President | 2nd week of November |
| Hiring requisitions to NeoEd | Deans | End of November |
| Spring Semester | | |
| Full-time faculty job announcements posted | Office of Human Resources | Early January |
| Call for FTPPC volunteers | Academic Senate President | |
| EEO training | | |
| Hiring committee memberships finalized | | |
| First hiring committee meeting | | |
| Position announcement closes | | |
| Applications released to committee | | |
| Candidate selection | | |
| First interviews | | |
| Second interviews | | |
| Offers made | | |
| Faculty appointed to FTPPC | Academic Senate | End of April |