2022-2023 SRJC Faculty Staffing Process
Data Form
DUE WITH NARRATIVE FORM & CLUSTER RANKING – OCTOBER 14, 2022 by 5 PM
Email all documents to Victor Tam (vtam@santarosa.edu) and
Megan Lowry Reed (mlowryreed@santarosa.edu)

Submitter Information

Name of Cluster Dean:	
Name of Department Chair:	
Name of Program Coordinator (if different):	
Cluster:	

CRITERION #1: DISCIPLINE/DEPARTMENT/PROGRAM NEEDS
Department:
Discipline:
Instructional type (Check all that apply): ☐ Credit   ☐ Non-Credit   ☐ Allied   ☐ CE
Site(s) of requested position: ☐ SR   ☐ PET   ☐ PSTC   ☐ SWC   ☐ Shone
Is this request included in PRPP? ☐ Yes   ☐ No   • If no, please provide an explanation:
Is this a growth position (increase in current FT FTE)? ☐ Yes   ☐ No
Does target program currently have contract faculty? ☐ Yes   ☐ No
Has the department identified external budgetary resources (grants, categorical state funding, etc.) to fund or partially fund this position? ☐ Yes   ☐ No   • If yes, please explain.
The new faculty position would teach courses in the following (check all that apply):   • ☐ in department's degree program   • ☐ in department's certificate program   • ☐ GE program   • ☐ in prerequisites for core courses in programs in or outside of discipline   ○ Identify:
Would this position provide expertise that current discipline faculty do not possess?   ☐ Yes   ☐ No   • If yes, identify expertise and service or course need:

CE Position Requests Only
Current labor market demand in Sonoma County (or larger regional area, if appropriate).   Please cite source of data and include link.
Projected labor market demand in Sonoma County (or larger regional area, if appropriate) over the next 3-5 years. Please cite source of data and include link.

CRITERION #2: STUDENT & STAFFING NEEDS

NOTE: Please use site specific data, where appropriate.

CONTRACT FACULTY (use current data for Fall 2022)
Number of contract faculty members in department (headcount):
Number of contract faculty in discipline (headcount):
Total FTE of contract faculty (data provided):
Total FTE of reassign time for contract faculty:
Total FTE of overload assignments (data provided):
Net loss/gain in number of discipline contract faculty from F19 to F22 (data provided):
Net loss/gain in number of discipline contract faculty at target site from F19 to F22 (if different from department; data provided):

ASSOCIATE FACULTY (use current data for Fall 2022)
Number of associate faculty members in department (headcount):
Number of associate faculty members in discipline (headcount):
Total FTE of associate faculty members (data provided):

RATIOS (historic data provided)

% of associate FTE in department:
    • Spring 2022:
    • Fall 2021:
    • Spring 2021:
    • Fall 2020:
    • Spring 2020:
    • Fall 2019:

% of associate FTE in discipline, if different:
    • Spring 2022:
    • Fall 2021:
    • Spring 2021:
    • Fall 2020:
    • Spring 2020:
    • Fall 2019:

ALLIED ASSIGNMENTS (Counseling, DRD, Athletics, Library, etc.)
FTES/FTEF recommendations from national or state groups/associations, if any:
Cite source for and provide link to above data:

ALLIED ASSIGNMENTS - CONTINUED
If any, provide other data metrics or recommendations that inform appropriate staffing levels in the discipline/department:

STUDENT DEMAND (historic data provided)

Productivity (FTES/FTEF) over the past 3 years:
    • Spring 2022:
    • Fall 2021:
    • Spring 2021:
    • Fall 2020:
    • Spring 2020:
    • Fall 2019:

Enrollment efficiency (fill rate) over the past 3 years (data provided):
    • Spring 2022:
    • Fall 2021:
    • Spring 2021:
    • Fall 2020:
    • Spring 2020:

• Fall 2019:
Is the department/discipline able to meet staffing demands with current associate faculty?   ☐ YES   ☐ NO   • If no, when was the last associate hiring process and how many were hired?
If this position is not approved, will core classes be cancelled? ☐ Yes   ☐ No   • If yes, please explain:

CRITERION #3: STUDENT EQUITY NEEDS

- **Departments/disciplines can request course completion data by submitting the following form by Sept 26: https://forms.gle/1yLPnn5sZNnisShn6**
- **Course completion data will be provided by OIR on October 3 to FSC and Clusters.**
- **The data provided will include the following:**
  - **Successful course completion rate at the discipline level compared to the District average**
  - **Demographic data of successful completers disaggregated by ethnicity, financial aid status, and first-generation status.**
- **Programs may choose to utilize this information as they deem appropriate in the narrative form as part of their faculty staffing request.**

CRITERION #4: DISTRICT, STATE, AND SOCIETAL PRIORITIES
Degrees and Certificate Data (historic data provided)
Number of local AA/AS degrees awarded in discipline for each of the last 3 years (if applicable):   • 2019-2020:   • 2020-2021:   • 2021-2022:
Number of ADT degrees awarded for each of the last 3 years (if applicable):   • 2019-2020:   • 2020-2021:   • 2021-2022:
Number of certificates awarded in discipline for each of the last 3 years (if applicable):   • 2019-2020:   • 2020-2021:   • 2021-2022:

Program Review

When last was the program reviewed under Policy 3.6?

What was the Policy 3.6 determination?
☐ Vital ☐ Further Information Require ☐ Discontinue
☐ Voluntary Discontinuance ☐ Revitalize ☐ Evaluation Report Req
☐ Other

% of SLOs assessed in discipline (data provided):

CRITERION #5: MANDATES

This position request is required to fulfill a licensing and/or accreditation mandate?
☐ YES ☐ NO
- If yes:
  - Identify agency:
  - Provide language of requirement:
  - Provide link to relevant language: