

**2023-2024 SRJC Faculty Staffing Process
Data Form**

DUE WITH NARRATIVE FORM & CLUSTER RANKING – OCTOBER 13, 2023 by 5 PM

Email all documents to Victor Tam (vtam@santarosa.edu) and
Nancy Persons (npersons@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): <input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input type="checkbox"/> Allied <input type="checkbox"/> CE
Site(s) of requested position: <input type="checkbox"/> SR <input type="checkbox"/> PET <input type="checkbox"/> PSTC <input type="checkbox"/> Roseland <input type="checkbox"/> Shone
Is this request included in PRPP? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none">If no, please provide an explanation:
Is this a growth position (increase in current FT FTE)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does target program currently have contract faculty? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has the department identified external budgetary resources (grants, categorical state funding, etc.) to fund or partially fund this position? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none">If yes, please explain.
The new faculty position would teach courses in the following (check all that apply): <ul style="list-style-type: none"><input type="checkbox"/> in department's degree program<input type="checkbox"/> in department's certificate program<input type="checkbox"/> GE program<input type="checkbox"/> in prerequisites for core courses in programs in or outside of discipline<ul style="list-style-type: none">Identify:
Would this position provide expertise that current discipline faculty do not possess? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none">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 2023)

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 F23 (data provided):

Net loss/gain in number of discipline contract faculty at target site from F19 to F23 (if different from department; data provided):

ASSOCIATE FACULTY (use current data for Fall 2023)

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:

- Fall 2023:
- Spring 2023:
- Fall 2022:
- Spring 2022:
- Fall 2021:
- Spring 2021:
- Fall 2020:
- Spring 2020:
- Fall 2019:

% of associate FTE in discipline, if different:

- Fall 2023:
- Spring 2023:
- Fall 2022:
- 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 FOR DEPARTMENT -- OR DISCIPLINE, IF APPLICABLE.
(historic data provided)**

Enrollment at Census (duplicated headcount) over the past 4 years:

- Fall 2023:
- Spring 2023:
- Fall 2022:
- Spring 2022:
- Fall 2021:
- Spring 2021:

<ul style="list-style-type: none"> • Fall 2020: • Spring 2020: • Fall 2019:
<p>Productivity (FTES/FTEF) over the past 4 years:</p> <ul style="list-style-type: none"> • Fall 2023: • Spring 2023: • Fall 2022: • Spring 2022: • Fall 2021: • Spring 2021: • Fall 2020: • Spring 2020: • Fall 2019:
<p>Enrollment efficiency (fill rate) over the past 4 years:</p> <ul style="list-style-type: none"> • Fall 2023: • Spring 2023: • Fall 2022: • Spring 2022: • Fall 2021: • Spring 2021: • Fall 2020: • Spring 2020: • Fall 2019:
<p>Is the department/discipline able to meet staffing demands with current associate faculty?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <ul style="list-style-type: none"> • If no, when was the last associate hiring process and how many were hired?
<p>If this position is not approved, will core classes be cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> • If yes, please explain:

CRITERION #3: STUDENT EQUITY NEEDS

- Please discuss the department/discipline’s student equity efforts, plans, and challenges in the narrative form.

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 4 years (if applicable):

- 2019-2020:
- 2020-2021:
- 2021-2022:
- 2022-2023:

Number of ADT degrees awarded for each of the last 4 years (if applicable):

- 2019-2020:
- 2020-2021:
- 2021-2022:
- 2022-2023:

Number of certificates awarded in discipline for each of the last 4 years (if applicable):

- 2019-2020:
- 2020-2021:
- 2021-2022:
- 2022-2023:

Program Review

When last was the program reviewed under Policy 3.6?

What was the Policy 3.6 determination?

- | | | |
|---------------------------------------------------|------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Vital | <input type="checkbox"/> Further Information Require | <input type="checkbox"/> Discontinue |
| <input type="checkbox"/> Voluntary Discontinuance | <input type="checkbox"/> Revitalize | <input type="checkbox"/> Evaluation Report Req |
| <input type="checkbox"/> 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:

