**2024-2025 SRJC Faculty Staffing Process**

**Data Form**

**DUE WITH NARRATIVE FORM & CLUSTER RANKING – OCTOBER 18, 2024, by 5 PM**

**Email all documents to Victor Tam (**[**vtam@santarosa.edu**](mailto:vtam@santarosa.edu)**) and**

**John Stover (**[**jstover@santarosa.edu**](mailto:jstover@santarosa.edu)**)**

*The Faculty Staffing Committee recognizes that certain data fields will not be applicable for allied faculty assignments and leaving them blank will not negatively impact a department’s request. Please complete the data fields as appropriate based on the data provided on the Faculty Staffing website or as pertinent to your area. (*[*http://committees.santarosa.edu/faculty-staffing*](http://committees.santarosa.edu/faculty-staffing)*)*

**Submitter Information**

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

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| **CRITERION #1: DISCIPLINE/DEPARTMENT DATA** |
| Department: |
| Discipline: |
| Instructional type (Check all that apply):  Credit  Non-Credit  Allied  CE |
| Site(s) of requested position:  SR  PET  PSTC  Roseland  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: |

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| **ALLIED FACULTY REQUESTS ONLY** (Counseling, DRD, Athletics, Library, Work Experience, etc.) |
| Faculty-to-student ratio recommendations from national or state groups/associations, if any: |
| Cite source for and provide link to above data: |
| Provide relevant data metrics or other recommendations that inform appropriate staffing levels in the discipline/department. Expand on quantitative data that clearly explains the need for this position (e.g., student contacts per hours; unduplicated headcount; or other metrics that indicate need). |

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| **CAREER EDUCATION FACULTY 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. |

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| **CRITERION #2: STUDENT & STAFFING DATA** |

**NOTE: Please use site specific data where appropriate.**

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| **CONTRACT FACULTY (use current data for Fall 2024)** |
| 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 F24 (data provided): |
| Net loss/gain in number of discipline contract faculty at target site from F19 to F24 (if different from department; data provided): |

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| **ASSOCIATE FACULTY (use current data for Fall 2024)** |
| Number of associate faculty members in department (headcount): |
| Number of associate faculty members in discipline (headcount): |
| Total FTE of associate faculty members (data provided): |

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| **RATIOS (historic data provided)** |
| % of associate FTE in department:   * Fall 2024: * Spring 2024: * 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 2024: * Spring 2024: * Fall 2023: * Spring 2023: * Fall 2022: * Spring 2022: * Fall 2021: * Spring 2021: * Fall 2020: * Spring 2020: * Fall 2019: |

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| **STUDENT DEMAND FOR DEPARTMENT -- OR DISCIPLINE, IF APPLICABLE.**  **(historic data provided)** |
| Enrollment at Census (duplicated headcount) over the past 5 years:   * Fall 2024: * Spring 2024: * Fall 2023: * Spring 2023: * Fall 2022: * Spring 2022: * Fall 2021: * Spring 2021: * Fall 2020: * Spring 2020: * Fall 2019: |
| Productivity (FTES/FTEF) over the past 5 years:   * Fall 2024: * Spring 2024: * Fall 2023: * Spring 2023: * Fall 2022: * Spring 2022: * Fall 2021: * Spring 2021: * Fall 2020: * Spring 2020: * Fall 2019: |
| Enrollment efficiency (fill rate) over the past 5 years:   * Fall 2024: * Spring 2024: * Fall 2023: * Spring 2023: * Fall 2022: * 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: |

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| **CRITERION #3: INCLUSION, DIVERSITY, EQUITY, ACCESSIBILITY, AND ANTI-RACISM (IDEAA) DATA** |

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| Please describe how this position will allow the department or discipline to effectively serve disproportionately impacted populations, help students to overcome barriers, and close equity gaps. Include an assessment of the current department or discipline’s ability to serve disproportionately impacted student groups using objective data and quantitative support (limit to 250 words).  Link to District definition for disproportionately impacted populations:  <https://sea.santarosa.edu/disproportionately-impacted-student-student-data> |

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| **CRITERION #4: DEGREE, CERTIFICATE, & PROGRAM REVIEW DATA** |
| **Degrees and Certificate Data (historic data provided)** |
| Number of local AA/AS degrees awarded in discipline for each of the last 5 years (if applicable):   * 2019-2020: * 2020-2021: * 2021-2022: * 2022-2023: * 2023-2024: |
| Number of ADT degrees awarded for each of the last 5 years (if applicable):   * 2019-2020: * 2020-2021: * 2021-2022: * 2022-2023: * 2023-2024: |
| Number of certificates awarded in discipline for each of the last 5 years (if applicable):   * 2019-2020: * 2020-2021: * 2021-2022: * 2022-2023: * 2023-2024: |

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| **Program Review Data** |
| When last was the program reviewed under Policy 3.6?  What was the Policy 3.6 determination?  Meets Criteria for Vitality  Discontinue Certificate/Major  Voluntary Discontinuance  Revitalization  Other   * If Other, explain: |

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| **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: |