Department Chairs
Faculty Prioritization Process

In the spirit of Administrative Procedure 7121, the following process for faculty prioritization will be used:

1. Departments submit a request as part of their program review/annual planning update. Departments who submitted a request by the given due date are considered for vote. Below are the metrics used previously by the president of the college to determine faculty prioritization.

Element	Metric
Department enrollment trends over 5 years	Increase Flat Decrease
State or Federal regulations	Yes No
Program-specific accreditation or licensure requirements	Yes No
FT/PT FTEF ratio	Above 75% FT FTEF 74%-50% FT FTEF Below 49% FT FTEF
17.5 Productivity	Above Below
Productivity trend over 5 years	Increase Flat Decrease
Curriculum (updated within last 3 yrs)	Yes No
Degree Awarded over 5 years	Increase Flat Decrease
Certificate Awarded over 5 years	Increase Flat Decrease
Course(s) in GE Pattern	Yes No
Department Active in College Initiatives/Partnerships (BSI, Equity, OER, MakerSpace, ASCOA, Outreach Events, etc.)	Yes No

2. Requests are published for voters to read prior to filling out the ballot. There will be a joint Chairs/Senate meeting where requestors can make a maximum of 3-minute verbal/oral presentations. If a requestor can't make the meeting, they will create a YouTube video of no more than 3 minutes and have a representative present from the requesting department.

3. Each voting party must be present. Each department/cluster has one vote; we will revisit when a cluster reorg occurs. Department/clusters with more than one chair must to come to consensus about the ranked voting and submit one collective vote. Following, the Academic Senate will vote up or down the list, providing justification for the president of the college to consider.

4. Ranked voting: of the eligible requests, a ballot was created for each vote. Depending on the number of requests, each vote put a "1" next to their top choice for faculty prioritization, "2" next to their second choice, and so on, until all eligible requests have a rank. The rankings are added and the lowest score indicated a highest ranking for choice in the faculty prioritization.