

## Merritt College Full-Time Faculty Request Form

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Please complete the numbered items on this form to formalize your request for a new or replacement full-time faculty member in your area. This form will be scored by your colleagues in CDCPD to arrive at a final ranking of requested new positions. Requester: Do NOT fill out the scoring portion of the form.

Department/program area requesting hire \_\_\_\_\_

Person completing this form \_\_\_\_\_

1. In paragraph form (no more than 500 words), please justify the need for a new or replacement full-time faculty member in your department/program. Please address the following in your response: timeliness (why do you need this person now?); full-time need (why is a full-timer needed rather than part-timers?); focus on diversity and equity; and any other salient points that make the case for a hire in your program or department (e.g. capacity for compliance with assessment plans and curriculum updates; etc.). Provide data where appropriate.



External mandates and consequences scoring:

| 0  | 5  | 10  |
|--|--|---|
| Not compelling.<br>(no significant consequences for failure to hire) | Compelling.<br>(failure to hire violates contractual agreements or statutory requirements) | Extremely compelling.<br>(failure to hire places program in jeopardy and violates contractual agreements or statutory requirements) |

3. What courses, sections, workshops, or sessions will the person in this position be required to teach? List all: Each prep is worth one point up to three.

| Course, Section, or Workshop | Add 1 point per prep |
|------------------------------|----------------------|
|                              |                      |
|                              |                      |
|                              |                      |
| Total Points:                |                      |

| Additional Preps | 0 points |
|------------------|----------|
|                  |          |
|                  |          |
|                  |          |

This position requires specialized expertise or knowledge:

| No       | Yes     |
|----------|---------|
| 0 points | 1 point |

Describe in detail:

This program or department demonstrates sufficient demand for a full-time position based on data from the previous Fall and Spring semesters. Examples may include percentage of classes with wait lists, percentage of appointments or class seats filled.

Demand scoring:

|            |                 |             |
|------------|-----------------|-------------|
| 1          | 3               | 5           |
| Low demand | Moderate demand | High demand |

4. What percentage of faculty in your department/program are full-time and in the classroom teaching (for instructional faculty) or doing non-special assignment work (for counselors and librarians)? Formula: Contract Faculty Non-Special Assignment Full-time equivalent [FTE] Divided by Total Non-Special Assignment FTE.

-Information may be requested from the Director of Research and Planning for the previous school year (extracted from BI tool).

Percentage of full-time faculty scoring:

|                           |                          |                          |                             |                            |
|---------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|
| 1                         | 2                        | 3                        | 4                           | 5                          |
| 80-100% of faculty are FT | 60-79% of faculty are FT | 40-59% of faculty are FT | 20% - 39% of faculty are FT | 0% - 19% of faculty are FT |

5. Many full-time faculty positions require administrative duties to be performed in addition to teaching duties. Please check which of the following duties the person in this position will be required to perform and be sure to explain the duties, in detail, within the text of Question 1:

| Task   | 1 pt. each |
|--|------------|
| Managing a budget within the first year of hire  |            |
| Managing contracts and “Memorandums of Understanding” with external partners   |            |
| Recruiting, training, and supervising interns and/or student workers   |            |
| Coordinating with outside entities to provide field trips, advising, and/or special events for Merritt students        |            |
| Serving as a program director or department chair within the first year of hiring                                      |            |
| Oversees or advocates for physical space/facilities on campus  |            |
| Completing Program Review or APU annually, beginning first year of hire  |            |
| Assuming responsibility for daily operations of a services area such as the Learning Center, Health Center, or Library |            |
| Total Points   |            |

Signature of person requesting hire: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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### Scoring

| Question No. | Points Scored | Maximum Points Possible | % per question |
|--------------|---------------|-------------------------|----------------|
| Question 1   |               | 20                      | ___/20 =       |
| Question 2   |               | 10                      | ___/10 =       |
| Question 3   |               | 9                       | ___/9 =        |
| Question 4   |               | 5                       | ___/5 =        |
| Question 5   |               | 8                       | ___/8 =        |
|              | Score:        | Max Total: 52           |                |
|              | Score /Max =  | %                       |                |

Person scoring (print name): \_\_\_\_\_

Department or Program name: \_\_\_\_\_

Signature of person scoring: \_\_\_\_\_ Date: \_\_\_\_\_