Merritt College Full-Time Faculty Request Form

Please complete 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: urgency (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.

Urgency scoring:

1	2	3	4	5
Not pressing	Somewhat pressing	Pressing but not urgent	Urgent	Extremely urgent

Full-Time need scoring:

1	2	3	4	5
Not compelling	Somewhat compelling	Compelling	Very compelling	Extremely compelling

Addresses diversity and equity issues:

1	2	3	4	5
Not compelling	Somewhat compelling	Compelling	Very compelling	Extremely compelling

Additional justification scoring:

1	2	3	4	5
Not compelling	Somewhat compelling	Compelling	Very compelling	Extremely compelling

2. This position MUST be full-time due to external accreditation, contractual agreements or other statutory mandates, and must complete reports for outside agencies, accreditors, grantors, or to satisfy Peralta requirements other than Program Review/Annual Program Update, Student Learning Outcomes, Service Area Outcomes.

◉ Yes   ◉ No

If Yes, please explain the full-time mandate (cite relevant statute/accreditation/contract) and the consequences of non-compliance.

External mandates and consequences scoring:

0	5	10
Not compelling. (no significant consequences for failure to hire)	Compelling. (failure to hire violates contractual agreements or statutory requirements)	Extremely compelling. (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 Nathan Pellegrin 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:_____