

Ventura College
Academic Senate
Faculty Staffing Priorities Committee
November 2015

Committee Operating Procedures & Norms

1. Per Ventura College President Greg Gillespie's written communication to Academic Senate President Alex Kolesnik, the Faculty Staffing Priorities Committee (FSPC) should rank fifteen (15) faculty growth positions this year, not including replacement positions. The FSPC shall rank all general fund faculty positions as well as any grant-funded faculty positions that require 50% or greater use of the general fund. It is expected that twelve (12) faculty positions will actually be funded.
2. The FSPC will review and rank all the program review initiatives that made a request for full time faculty unless the program/department expressly requests that the FSPC not rank its initiative.
Participation: Only FSPC members are required/allowed to participate fully and vote in the session. Visitors may observe the presentations and make public comments (during the public comment period described in section 4 below), but may NOT ask questions or otherwise participate in the subcommittee's proceedings.
3. Public Comment: A period of up to twenty (20) minutes shall be provided for public comment after the final scheduled presentation and before the FSPC begins its deliberations.
4. Confidentiality: Members shall participate knowing that comments and context discussions that occur during deliberations will not be shared with others outside of the committee. The hearings shall be open to the entire campus community and during public comments anyone may provide commentary on the agenda presentations or other areas of general concern but the FSPC's deliberations shall be open only to committee members.
5. Presentations: Presenters shall have up to six (6) minutes for presentations, followed by up to three (3) minutes of question and answers from the subcommittee members. No technology or handouts will be allowed. Members of the FSPC may not do presentations.
6. Clarifications: While members may not advocate for any position, members may ask for clarification on information shared during the presentation. Remarks and questions should be limited to neutral comments or matters of fact.
7. Evaluation: The evaluation of position shall be based on the November 2015 "Rubric for evaluation of requests for faculty growth positions." Ranking shall be based on overall needs of the college. As noted in the Senate By-Laws, "[t]he subcommittee operates with the understanding that NONE of the members represent a constituent group but rather maintain a college-wide perspective. This structure is in place to allow the smallest departments and/or disciplines adequate representation, to avoid intra-departmental conflicts and to decrease the interference of campus politics and/or personality issues." (Ventura College Academic Senate By-Laws, Article II, Section G)
8. Ranking: Voting shall be anonymous and members shall rank **15** positions. Members will rank the top 1 thru 15 (with a 15 being the highest ranking possible and with no "ties"

permissible in the top fifteen rankings) and assign “0” to all other positions. The highest ranking possible would be 165 if all SPC members are present.

10. Dissemination: The FSPC’s recommendations are exactly that—recommendations to the Academic Senate. The FSPC’s recommendations shall be presented to the Senate for review, discussion and (it is hoped) approval. However, it is the Academic Senate which makes the final report and ranking of faculty growth positions to the College President. After the FSPC’s recommendations are presented to the Senate Council and the College President, a summary tally sheet shall be available, indicating position title and total points received in rank order. The recommendations shall be in effect until the end of this current academic year, June 30, 2016.

Additional agreements:

- a. Members will listen to presentations and not counter with “solutions” to issues as presented.
- b. Members will not give preferential treatment to areas that make presentations over areas that do not make presentations.
- c. All faculty shall be given the rubric in advance of the ranking date.
- d. All committee members will be given the rubric and program data. In addition, committee members will have access to the State Minimum Qualifications for hiring faculty.
- e. All discussions will center on the position and not on the person.
- f. The committee will prioritize the top **15** faculty positions.