

**SAN DIEGO MESA COLLEGE  
FACULTY HIRING PRIORITIES  
STRATEGIC PLAN for HIRING FOR THE 2008-2009 YEAR**

San Diego Mesa College has long used a structured process for identifying faculty positions to be filled. The process has evolved from one that was based largely on quantitative data to one that integrates qualitative and quantitative information using a set of ten principles. This new process was used successfully for the 2004-05, 2005-06, and 2007-08 hiring cycles.

The 2008-09 hiring cycle, includes the following :

- The competitive process for growth positions includes both classroom and non-classroom faculty positions.
- Special consideration is given to programs with 50% or lower contract/adjunct ratio.
- Certain positions are exempt from the competitive process (see next page).
- A timeline is established for filling positions that have been approved.

Competitive Process for Both Classroom and Nonclassroom Faculty Positions

The number of approved faculty positions existing at the start of the 2005-06 academic year established the baseline number for a) classroom faculty; b) Student Services faculty such as counselors; and c) librarians/LRC faculty. The Faculty Priorities Subcommittee judged that, due to filling of four vacant counseling positions at that time, the level of service provided by non-classroom faculty positions (Student Services, librarians/LRC) is adequate although not optimal.

**Vacancies** will be refilled according to which of the three groups in which they occur. I.e., A counseling vacancy will be refilled by a counselor position; a librarian/LRC vacancy will be refilled by a librarian/LRC position. A classroom faculty vacancy will be refilled by a classroom faculty position. Note that the assignment or duties for the new position might be different, especially for classroom faculty positions that are subject to the competitive process.

**All growth positions** above the base number are subject to the competitive process. Growth positions are those allocated to the college by the Chancellor's Cabinet.

In the event of budget contingencies that necessitate **hiring freezes**, positions will be allocated to the three groups to return the numbers to the 2005-06 baseline before growth in any group may occur.

As Mesa College enrollment increases, the base level number of fulltime non-instructional faculty will be reviewed and may be modified. It is also understood that reductions in force for non-instructional areas may need to be back-filled by adjunct counselors/librarians, if the college is to maintain the same level of service. This parallels

the process when adjuncts are hired to teach classes in place of replacing fulltime faculty. Replacement costs for adjunct non-instructional faculty should be taken into account when there are reductions in fulltime non-instructional faculty.

#### Modifications to the Criteria for Positions Exempt from the Competitive Process

At the discretion of the College President in consultation with the President's Cabinet and the Faculty Hiring Priorities Subcommittee, a small number of positions with special needs may be filled without regard to their ranking.

#### Positions Excluded from the Competitive Process

With the approval of the College President in consultation with the President's Cabinet and the Faculty Hiring Priorities Subcommittee, the following vacancies may be automatically refilled without being subject to the competitive process:

Positions vacated because of the death of an instructor,

Positions vacated because of a personnel action,

Positions vacated by a faculty member in the four-year tenure review process.

Positions vacated by retirement or resignation, other than as noted above, are not entitled to automatic replacement and are subject to the competitive process within their respective group (classroom faculty; counseling; librarians).

#### Timeline for Filling Positions

Faculty positions are a vital resource, and it is important that the process of recruitment, screening and selection be completed in a timely manner. Therefore, a timeline is established of 15 months from the date of the position approval, or two hiring attempts within the 15-month period. If a selection has not been made, the position is subject to "recall" and is re-allocated to another discipline. The program may appeal to the subcommittee for review and extension of the timeline if extenuating circumstances are present that have prevented the program from completing the hire within this time period.

#### Deadline for Applications

**The deadline for applications for the 2008-09 academic year is Friday, November 2, 2007 at 4 pm.** Completed applications must include the signatures of the department chair and dean and should be submitted to the Office of the Vice President (either Instruction or Student Services, as appropriate). The application should also be submitted electronically to the Office of Instruction.

The application form begins on page 8.