

Instructional Hiring Allocation Committee Manual

Academic Senate
Glendale Community College

March 2013

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Statement of Intent

The Instructional Hiring Allocation Committee (IHAC) will be formed to prioritize all instructional hire requests on behalf of the Academic Senate. The program review documents will provide the data and the narrative necessary to complete this process.

The committee is expected to function independent of the concerns of any campus constituency. The decision of the committee must be based on the published criteria contained in the Instructional Hiring Allocation Procedures. Deliberations of the committee, including discussion and voting, will remain confidential. Results will be forwarded to the Academic Senate President and the Office of Instruction.

This process is intended to produce decisions that are aligned with the college's Mission Statement and Educational Master Plan. Members of this committee must align their decisions with the global concerns of the college. Committee members must avoid the influence of individual advocacies and biases.

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Instructional Hiring Allocation Committee Composition and Procedures

Committee Composition

1. The Vice President of Instruction will provide a history of the committee's composition to the Division Chairs and the Academic Senate Executive.
2. Three tenured, non-division chair, instructional faculty appointed by Division Chairs.
3. Four tenured, non-division chair, instructional faculty selected by the Academic Senate Executive (after Division Chair appointments).
4. The committee will appoint a chair for one year. This position will rotate each year. In the case that the committee cannot decide on a chair, the Academic Senate Executive will pick a chair.

Note- Committee members are expected to conduct themselves in a professional and collegial manner. Committee conflicts will be referred to the Academic Senate Executive.

Terms of Committee Members

These standards are prioritized

1. Each committee member will serve two years. In order to stagger committee member terms, one of the initial appointments made by the Division Chairs and two of the initial appointments made by the Academic Senate Executive will be appointed for one year.
2. No instructional division can have more than one representative serving on this committee at the same time.
3. No individual may serve more than once on this committee in a 6-year cycle. (There must be a four-year interval between terms.)
4. Composition of the committee shall overtime assume representation from each division.

Instructional Hiring Allocation Procedures

All IHAC Request Forms for proposed positions will contain the following information:

- I. Description of Position- Include the description used to advertise for the position.
- II. Division/Department/Program that this position serves.
- III. Criteria- The source of this information is Program Review. Updated information will be sent to all programs each year by the Vice President of Instruction.
 1. Full-time/Part-time ratio (See Appendix for ratio calculation)
 - All requests are placed in a preliminary order by their full-time/part-time ratio.
 2. Student Demand
 - WSCH/Positive Attendance- Number of students in the program.
 - FTES- Number of full-time equivalent students in program.
 - Fill-rate- Computed by dividing the total seats available by the enrollment.
 3. Faculty load
 - Computed by comparing the FTEF (full-time equivalent faculty) to the total enrollment showing a three-year trend.
 4. Status of released-time faculty in program.

5. CPF index.
6. The narrative of each request form, which includes pertinent information not included in other fields (See Appendix for examples of additional factors to consider)

IHAC Timeline

- March Division Chairs select and submit to the Academic Senate representatives for Instructional Hiring Allocation Committee. These representatives must be non-division chair, full-time tenured faculty. They may not come from the same division, and must represent divisions not currently represented on the committee. The Academic Senate selects and submits representatives for the Instructional Hiring Allocation Committee. These representatives must be non-division chair, full-time tenured faculty. The individuals must represent instructional divisions not currently represented on the committee or nominated by Division Chairs.
- April New hire requests are due by April 30. Requests must use information from the most recent Program Review document.
- May Instructional Hiring Allocation Committee meets to review procedures. The committee receives hiring requests from Office of Instruction ordered based on full time/ part time ratio.
- September Committee meets to finalize procedures.
- October Instructional Hiring Allocation Committee Retreat. Committee prioritizes hires and submits prioritization to College President and Vice President of Instruction. The committee may reconvene to consider concerns of the President and Vice-President at their request. The committee submits final prioritization to Campus Executive.
- November Vice President of Instruction provides a written summary to the Academic Senate. This summary should include the ordered list with the original IHAC rankings presented to the Campus Executive by IHAC, a list of the positions to be hired, an explanation for any deviation from IHAC's ordered list, and any additional information that is relevant to the IHAC process which should be documented for future committees.

APPENDIX

1. Computing FTEF

To compute the FTEF, divide the total hours taught per week in the program by the hourly load of a full-time faculty member.

Compute the ratio by dividing the FTF by the FTEF.

After computing the ratio, positions should be ordered as seen below:

Note: Full-time is defined as the number of full-time faculty assigned to a program. Faculty on released time are credited as teaching full-time in the program.

Order	Full-time position	FT/PT ratio	Place a check in this column if there is a State mandated ratio in this discipline.
1	Position 1	.30	
2	Position 2	.46	
3	Position 3	.48	
4	Position 4	.52	
5	Position 5	.55	
6	Position 6	.60	
7	College Average	.63	
8	Position 8	.66	
9	Position 9	.70	

2. Additional Considerations for IHAC Request Form

How does this position relate or contribute to the Mission Statement of Glendale College?

How does this position relate to the objectives and functions of the College?

- Associate in Arts/Associate in Science
- Transfer requirements
- Vocational education or occupational certification
- Pre-collegiate basic skills
- Personal improvement
- Non-credit adult education

How does this position relate to the college's Master Plan?

How does this position relate to the program goals listed in "Summary" section of Program Review?

Are there State or Federal mandates regarding full-time/part-time ratio that are particular to this discipline?

How does this position relate to the overall discipline or to other disciplines, and does this position meet specific instructional skill needs?

Does this position cover classes that are currently being taught by part-time staff or does it involve program expansion?

Are there community or industry needs that relate directly to this position? If yes, how?

How does this position contribute to currency in state-of-the-art technical education?

What implications does the addition of this position have for the following:

- Budget
- Staffing
- Facilities
- Equipment

Discuss any benefits your program may lose from not receiving the requested hire.

Are there special concerns that are not addressed in this document?

Note: Editing assistance is available through the Instruction Office.

4. Criteria Point Scale

CRITERIA 1 FT/PT RATIO 0-10 Points	CRITERIA 2 Fill Rate/Positive Attendance* 0-10 Points	CRITERIA 3 % of Completed Course Assessment Cycles 0-10 Points	CRITERIA 4 % of Completed Program Assessment Cycles 0-10 Points	CRITERIA 5 State or Federal Mandated Position** 0-50 Points	CRITERIA 6 CPF Index 0-10 Points	CRITERIA 7 Subjective (Refer to IHAC Request Form) 0-10 Points
< 20% = 10	≥ 100% = 10	100% = 10	100% = 10	Yes = 50	> 4+ = 10	
20 - 29.9% = 9	98 - 99.9% = 9	90 - 99.9% = 9	90 - 99.9% = 9	No = 0	3.5 - 3.99 = 9	Points assigned at the discretion of each IHAC member
30 - 34.9% = 8	96 - 97.9% = 8	80 - 89.9% = 8	80 - 89.9% = 8		3 - 3.49 = 8	
35 - 39.9% = 7	94 - 95.9% = 7	70 - 79.9% = 7	70 - 79.9% = 7		2.5 - 2.99 = 7	
40 - 44.9% = 6	92 - 93.9% = 6	60 - 69.9% = 6	60 - 69.9% = 6		2 - 2.49 = 6	
45 - 49.9% = 5	90 - 91.9% = 5	50 - 59.9% = 5	50 - 59.9% = 5		1.5 - 1.99 = 5	
50 - 54.9% = 4	88 - 89.9% = 4	40 - 49.9% = 4	40 - 49.9% = 4		1 - 1.49 = 4	
55 - 59.9% = 3	85 - 87.9% = 3	30 - 39.9% = 3	30 - 39.9% = 3		.5 - .99 = 3	
60 - 64.9% = 2	75 - 84.9 = 2	20 - 29.9% = 2	20 - 29.9% = 2		0 - .49 = 2	
65 - 69.9% = 1	60 - 74.9 = 1	10 - 19.9% = 1	10 - 19.9% = 1		> 0 = 0	
≥ 70% = 0	< 60% = 0	< 10% = 0	< 10% = 0			

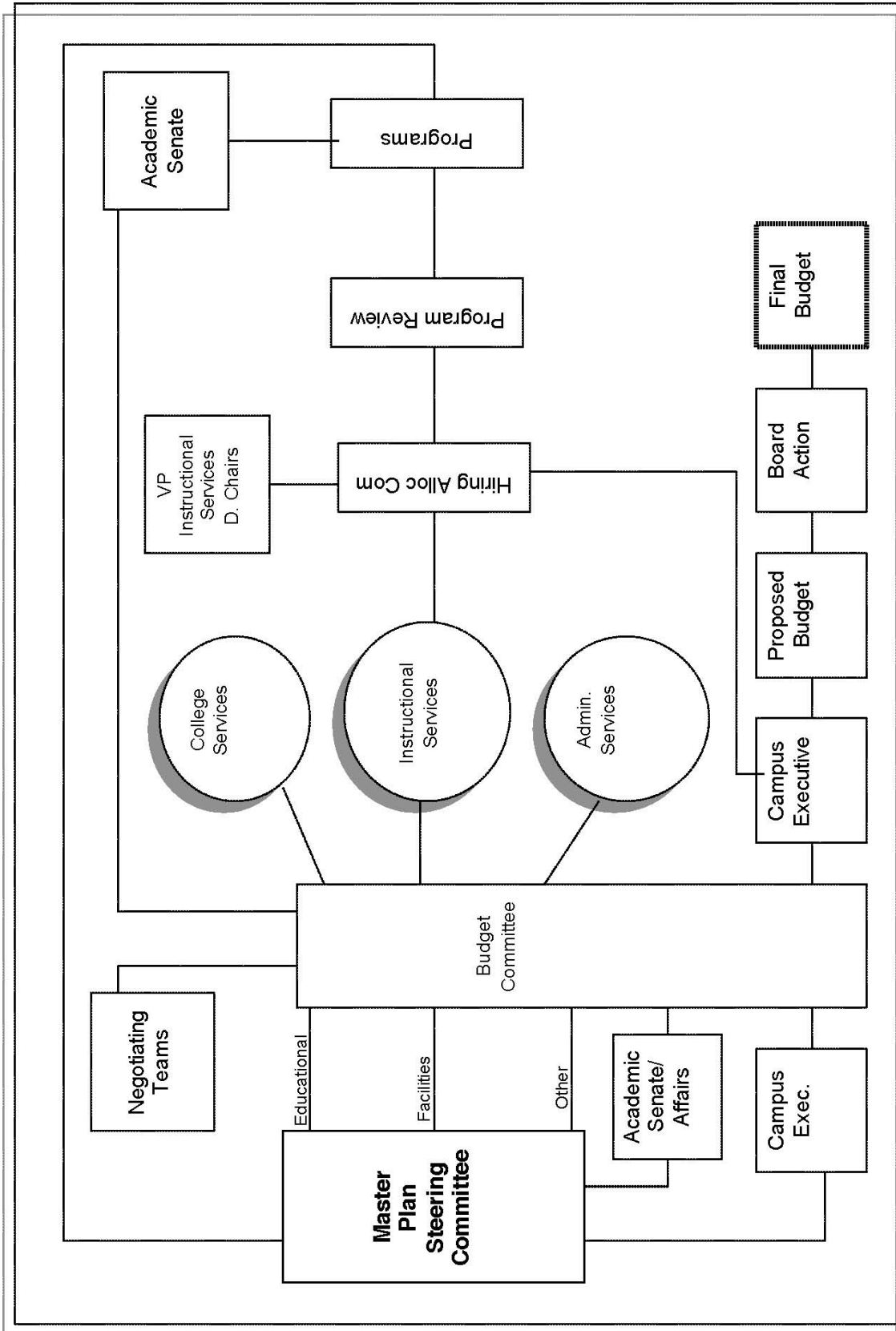
*If no other plan for computing Positive Attendance for Criteria 2 is approved before the next IHAC cycle, the value "Average Daily Attendance (ADA) divided by Number of Seats in the Class" shall be used.

**A state or federal mandated position must be substantiated with documentation.

5. Two -Year Timeline

	January	February	March	April	May	June
Year 1		Initial budget Projections	Academic Affairs fills committee positions. Academic Senate fills committee positions	1. Program Review documents due 2. New Hire Requests Due	Budget Proposal First Meeting of Allocation Committee – Establish norms and procedures.	
	July	August	September	October	November	December
			Second meeting of Allocation Committee Complete selection standards...	Oct 1. Final Budget 1. Committee Retreat. 2. Prioritization submitted to campus review. 3. Emergency positions advertised subject to funding.		Positions Approved by Board
Year 2	January	February	March	April	May	June
	Emergency hiring Process	Emergency hires begin to teach	Hiring process			
	July	August	September			
			New hires begin instruction			

6. Instructional Services Flow Chart



Instructional Services Planning, Hiring, Budget Process Flow Chart