

To ensure the objective examination and ranking of proposed full-time faculty hires for the 2013-2014 academic year, the following procedure will be observed by the Academic Senate Executive Team (ASET).

1. ASET will review PR Annual Updates individually, via SharePoint. Programs which did not complete an AU will not be considered for hiring prioritization in this cycle.
2. ASET will have \_\_\_\_\_ to review AU's. (time frame)
3. ASET will all use the same alphabetized list with identical clarification notes to review AU that have requested full-time hires. There will be no identification on the each list as to who is ranking; in other words, when ASET examines the completed lists, they will be anonymous.
4. ASET members who have requested full-time hires will recuse themselves from ranking those positions. Recusing still leaves 4/5 ASET members with the ability to rank other ASET members' requests. Two current ASET members did not request full-time hires in this cycle, and will review all positions.
5. All ASET will use the same ranking rubric (see attached) to determine placement on the prioritization list.
6. Once completed, ASET will review the individual lists at the \_\_\_\_\_, 2013 regular ASET meeting.
7. At the \_\_\_\_\_ ASET meeting, each prioritization form will be examined, and discussion and consensus will be reached as to ranking these positions. Pending direction from college administration as to specific number of potential hirings, *all* positions will be ranked.
8. Immediately after the \_\_\_\_\_, 2013, ASET meeting, the results will be sent to all full- and part-time faculty, with a narrative of the meeting and the consensus reached. Space will be placed on the AS general meeting agenda for \_\_\_\_\_, 2013, to discuss the process and invite feedback from *all* faculty. A copy of the prioritization list will also be delivered directly to the college president for dissemination to college administration.

Ranking rubric –see other document.

This rubric is designed to ensure objective review of requests for FT hires. By examining how these criteria would affect and assist a discipline/program in serving students, while taking into account the varied goals of VVC disciplines/programs, informed decisions can be made.

- ASET:
- Tracy Davis, President (History/Theatre Arts)
- Claude Oliver, Vice President (CIDG)
- Lisa Harvey, Past President (Biology)
- Leslie Huiner, Secretary (Library)
- Stephen Toner, Treasurer (Math)