

Full-Time Faculty Position Request Form 2025 - 2026

This form is used by departments and programs to request new or unfilled faculty positions relying on Program Review and/or other justifications. Submit one form for each position requested. For multiple positions, indicate priority of request (e.g., Subject Position 1, Subject Position 2, etc.). Forms are due to Division Deans by September 13, 2024.

Position Requested:

Contact Person:

Discipline/Division: Starting Term: Fall ☒ Spring ☐

This form requires the use Enrollment Management Tool data, which can be found at the following link: <http://www.laspositascollege.edu/researchandplanning/FacultyPrioritization.php> (If you have any questions about the data, please contact Rajinder Samra 925-424-1027 or rsamra@laspositascollege.edu) or your Dean. The data will be verified by the Dean. Do not attach data spreadsheets.

Check if position is a: Replacement ☒ or New ☐

If replacement: What is the position code? (see Dean)

Name of the person being replaced:

Length of time position(s) unfilled:

Date Retirement/Resignation is Board Approved:

If position is categorically funded, indicate source and duration of funding:

CRITERIA

1. Number of Full-Time Faculty currently in Discipline:
If requesting more than one position, add 1 to this number for each subsequent position requested.
2. Percentage of FTEF taught by full-time faculty as load for the past six semesters, and projected for one year assuming a successful hire. (Use data from link above. If requesting more than one position, see Rajinder Samra to determine the projected numbers.)

Projected

| Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 | Fall 2025 | Spring 2026 |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| <input type="text" value="0"/> | <input type="text" value="59.3"/> | <input type="text" value="82.1"/> | <input type="text" value="66.2"/> | <input type="text" value="44.4"/> | <input type="text" value="55.6"/> | <input type="text" value="100"/> | <input type="text" value="100"/> |

3. a. For Instructional Faculty: WSCH per FTEF for the past six semesters (use data from link above):

| Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 |
|------------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <input type="text" value="507.1"/> | <input type="text" value="823"/> | <input type="text" value="340"/> | <input type="text" value="610"/> | <input type="text" value="1124"/> | <input type="text" value="516"/> |

Full-Time Faculty Position Request Form 2025 - 2026

b. For non-instructional faculty (librarians and counselors): Student/Faculty ratio for the past six semesters, and projected for one year assuming a successful hire. Divide headcount by number of full-time faculty. For example: 8000 students divided by 3 full-time faculty. 1:2666

(If requesting more than one position, see Rajinder Samra to determine the projected numbers).

Projected

| Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 | Fall 2025 | Spring 2026 |
|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|
| | | | | | | | |

4. Program Characteristics:

- a. List the courses taught and/or work performed in the discipline.
(Be brief and specific. Use your Program Review to complete this section.)

SFT 1 Fire Protection Organization (3 units), FST 2 Principles of Fire and Emergency Services Safety and Survival (3 units), FST 3 Fire Behavior and Combustion (3 units), FST 4 Fire Prevention (3 units), FST 5 Fire Protection Systems (3 units), FST 6 Building Construction for Fire Protection (3 units), FST 7 Building Construction for Fire Protection (3 units), FST 10 Firefighter I Academy - Introduction (1 unit), FST 12 LPC - East Bay Regional Firefighter Academy (16 units), FST 11 C Standalone Firefighter I Skills Practice and Testing (1 unit), FST 20 CO 2A Human Resource Management for Company Officers (2.5 units), FST 21 CO 2B General Administrative Functions for Company Officers (1.5 units), FST 22 CO 2C Fire Inspections and Investigation for Company Officers (2.5 units), FST 23 CO 2D All - Risk Command Operations for Company Officers (2.5 units), FST FSC1 Fire Service Conditioning & Physical Agility Development I (1 unit), FST FSC2 Fire Service Conditioning & Physical Agility Development 2 (1 unit), FST 25 Instructor Company Officer 2E Wildland Incident Operations (2.5 units).

- b. Total number of primary sections as identified in data taught in the discipline in each of the last six semesters (use data link from page 1):

| Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 |
|-----------|-------------|-----------|-------------|-----------|-------------|
| 8 | 8 | 10 | 11 | 8 | 8 |

Full-Time Faculty Position Request Form 2025 - 2026

c. Student enrollments (FTES) in the classes taught (use data link from page 1) or number of students served in each of the last six semesters:

| Fall 2021 | Spring 2022 | Fall 2022 | Spring 2023 | Fall 2023 | Spring 2024 |
|-----------|-------------|-----------|-------------|-----------|-------------|
| 26.2 | 37.03 | 22.12 | 45.12 | 50.6 | 23.24 |

d. List special characteristics of the discipline such as: (Be brief and specific. Use your Program Review to complete this section.)

- Mandated class size limits due to state, contract, and accreditation standards.
- Facilities
- Number of courses out of the total number of courses in the discipline that meet General Education Requirements
- Number of courses out of the total number of courses offered that are required as part of an associates degree, certificate or transfer
- Discipline provides basic skills courses
- Discipline provides mandated and specialized services to students
- If position is categorically funded please add source and duration of funding
- Other

Although, the AA degree track doesn't require any specific student to instructor ratio, State Fire Training requires specific instructor-student ratios to meet their standards.

Under the State Fire Marshall's procedure manual it clearly states that ARTP (accreditation regional training program) must provide management services to support their instructor programs and clearly states to appoint an individual with five years of experience to manage the ARTP to provide clerical support sufficient to meet the programs needs.

The current full-time instructor is hard pressed to instruct 4 to 5 courses, keep up with current curriculum, attend required industry standards meetings, recruit and retain students and then prepare them for the Fire Academy. Furthermore, because Firefighters are mandated to help during Fire Season, it may leave a void in adjuncts who are available to work at any given time.

In addition to the normal course load and coordination work, the college is currently working with Fire agencies to build and run Instructional Service Agreements to further training opportunities for for firefighters and to capture additional FTES for the college. This work requires multiple meetings with local and regional Fire Chiefs and City Managers, contract development and work to align curriculum to meet agency needs. With the resignation of a full-time FST instructor in Fall of 2024, there is currently a part-time individual trying to do this work.

Full-Time Faculty Position Request Form 2025 - 2026

5. Describe how courses and/or services in this discipline impact other disciplines and programs.
(Be brief and specific. Use your Program Review to complete this section.)

The impact on any accreditation requirements of not meeting student-instructor ratios or by not meeting the expectations/standards of State Fire Training could result in LPC students not being able to complete their training and therefore not be able to move into the workforce. Also, this may also impact EMS/Paramedic students from having a pathway from their program to a Fire Academy.

Full-Time Faculty Position Request Form 2025- 2026

6. If this is the first full-time position in the discipline, discuss: (Be brief and specific. Use your Program Review to complete this section.)

- a. Justification for the position.
- b. Projected start-up costs for equipment, facilities, and support staff for the first three years.
- c. Projected enrollment growth for the next three years, starting with the first semester of the projected faculty hire.

7. What are the impacts on students, the discipline and the college of NOT filling this faculty position? What are the programs/courses/services that have not been or cannot be offered due to the vacancy? (Be brief and specific. Use your Program Review to complete this section.)

There is currently one full time faculty member who is responsible for all program coordination, teaching load associated with the FST program, and coordination of the Fire Academy. Also, there is no longer a Public Safety Manager to oversee the program. As the program keeps growing to potentially include a second Fire Academy, upgrade training for agencies like CalFire, high school explorer programs, and Instructional Service Agreements, the workload for this program has grown exponentially.

Full-Time Faculty Position Request Form 2025 - 2026

8. Any additional information that addresses justification of the position. If multiple positions are being requested, this is an opportunity to differentiate the justifications for additional positions.

In Spring of 2021, the college made the decision that there needed to be two full-time instructors in the FST program and made the decision to add the second position. Since then, there has been two full-time instructors to oversee the program. One of the instructors is tasked to handle the everyday coordination of the discipline while the other is tasked to handle the coordination of the Fire Academy.

Signatures:

Kevin Kramer

Requestor

5/1/2025

Date

Dean

Date

Vice President

Date