# Full-Time Faculty Position Request Form 2026- 2027

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 17, 2025.

**Position Requested:** **(English #3)**

**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 2022 | Spring 2023 | Fall 2023 | Spring 2024 | Fall 2024 | Spring 2025 | Fall 2026 | Spring 2027 |
|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|
|           |             |           |             |           |             |           |             |

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

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

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 2022 | Spring 2023 | Fall 2023 | Spring 2024 | Fall 2024 | Spring 2025 | Fall 2026 | Spring2027 |
|-----------|-------------|-----------|-------------|-----------|-------------|-----------|------------|
|           |             |           |             |           |             |           |            |

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.)**

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

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

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

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.)**

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.)**

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.**

**Signatures:**

_____          _____
Requestor                                Date

_____          _____
Dean              Date                   Vice President        Date

9/16/25