



Rationale Form for Faculty Positions

Discipline _____

Department _____ Division _____

Department Chair/Director Signature _____

Division Dean Signature _____

Please provide the following information to substantiate the need for a new faculty position. This information will be used by the Instructional Planning Council in establishing the priority list for District-wide faculty positions. The following items are not in any priority order.

Quantitative Information By Discipline

Please complete all the quantitative areas using numbers gathered from the sources specified.

- Weekly Student Contact Hours (WSCH), Total Full-time Equivalent Faculty (FTEF) and WSCH/FTEF Ratio**

Obtain this data from the most recent Faculty Hiring Data located at:

<http://www.palomar.edu/irp/facultyhiringpriorities.htm>

WSCH _____ ÷ Total FTEF _____ = WSCH/FTEF Ratio _____

- Part-time FTEF**

Obtain this data from the most recent Faculty Hiring Data located at:

<http://www.palomar.edu/irp/facultyhiringpriorities.htm>

Total FTEF - _____ (Hourly FTEF + _____ Overload FTEF _____) = Part-time FTEF _____

FTEF due to reassigned time (sabbatical, load bank or other leaves) _____

- Percent of Total FTEF taught by Part-time Faculty**

Obtain this data from the most recent Faculty Hiring Data located at:

<http://www.palomar.edu/irp/facultyhiringpriorities.htm>

Part-time FTEF _____ ÷ Total FTEF _____ × 100 = _____ %

- Enrollment Load for the Discipline**

Obtain this data from the most recent Fall Census Enrollment Load Report located at:

<http://www.palomar.edu/instruction/load/> **Note:** The report uses the word "subject" in reference to discipline.

Enrollment Load for the Discipline = _____

- Program Growth Trends for the Discipline**

Provide 3 years of enrollment trend data. *Obtain this data from Institutional Review Data located at:*

<http://www.palomar.edu/institutionalreviewcommittee/>. *Once at the site click on Departmental Data link.*

	2002	2003	2004
Enrl.			
WSCH			
FTES			

Qualitative Information

Please check those qualitative areas that relate directly to the faculty position requested and type your comments/justification in the space provided.

A. DISCIPLINE NEEDS:

1. Scarcity of qualified part-time faculty

a. Specialized degree/training needed. Please explain:

b. Specialized experience needed. Please explain:

c. Emerging/rapidly changing technology. Please explain:

d. Describe recruitment efforts for qualified part-time faculty:

2. Unfilled positions due to:

a. _____retirements _____resignations _____terminations

Include names and dates:

b. Last hired full-time faculty member started in Fall _____ (year) Spring _____ (year).

3. Multiple preparations. (example: Math 50, 60, & 100 will be considered 3 preparations for a full-time faculty member) Please explain:

_____Average number of preparations per current full-time faculty member in Discipline/Department.

B. EXTERNAL REGULATORY AGENCY REQUIREMENTS OR STANDARDS

1. Accreditation requirements. Please explain:

2. Regulatory requirements (not recommendations). Please explain current situation and history of compliance with requirements:

3. Health/safety (OSHA, HazMat, violations, injury issues). Please explain:

C. ADDITIONAL FACTORS (DO NOT COMPLETE – DATA FORMAT PENDING)

1. DATA NOT AVAILABLE

	Center/Sites	Late Afternoon (2-5pm Mon-Fri)	Weekends (after 5pm Fri-Sun)
# of Sections			
% of Total Sections			

2. Job Market Outlook. (For vocational programs, please use the LMID California Short-term and Long-term and the San Diego County Occupational Projections. This information can be accessed via the following link <http://www.calmis.ca.gov/htmlfile/subject/occproj.htm>. Please explain:

	Short-term	Long-term
State		
County		

3. Other (e.g., Advisory Committee, Professional Organization Best Practices, CSU/UC Admission changes)

D. DISTRICT/DEPARTMENT/DISCIPLINE GOALS

How will this faculty position help meet District/Department/Discipline Goals as defined in the current Strategic Plan <http://www.palomar.edu/strategicplanning/> ? Other resource/documents to consider in responding to this criteria may include Institutional Review <http://www.palomar.edu/institutionalreviewcommittee/> and/or Technology Master Plan <http://www.palomar.edu/technologymasterplan>. Please explain:
