Full-Time Faculty Position Request Form 2018 - 2019

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 15, 2017.

Position Requested: Librarian Faculty

Contact Person: Tina Inzerilla

Discipline/Division: Library/CATSS   Starting Term: Fall [X]   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: [_____]

CRITERIA

1. Number of Full-Time Faculty currently in Discipline: [4]
   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 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2018	Spring 2019

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

| Fall 2014 | Spring 2015 | Fall 2015 | Spring 2016 | Fall 2016 | Spring 2017 |
| | | | | | |

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 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2018	Spring 2019
9009	8751	9208	8993	9326	9193	‖ 9654	9657

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.)

LIBR: 1, 4, 5, 6, 7, 8
Answer reference questions (online chat, email, appointments, in-person); teach in learning communities (Umoja, Puente, HSI, CFS); embedded librarians (multiple sessions per course, online classes); teach workshops (fake news, citations, sources, smart shops); faculty communication (email, flex day presentations); create teaching materials for students, for library orientations, online classes (libguides, handouts, tutorials, websites); teach library orientations; collaboration with faculty on assignment design; Librarian representation on many committees (examples: curriculum, guided pathways, distance education, technology, basic skills, student success, facilities, OER, non-credit); outreach to high schools and public libraries.

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

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
1	2	1	2	0	2

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

Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017
n/a remodel	n/a remodel	1565	1529	1578	1586

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 AA/AS degree, certificate or transfer
- Discipline provides basic skills courses
- Discipline provides mandated and specialized services to students
- Other

Unique characteristics for the library include: library system administration, manage proxy access (offsite student access to databases) coordination of library instruction (library orientations) collection development (reviewing new published books for disciplines, weeding the print collection); database management (work with database vendors, create contracts with vendors, maintain usage statistics); manage library website (review new content, keep website up to date, ensure website meets college standards); manage technology (work with IT department to ensure functioning computers for the students)

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 Library impacts all disciplines and programs. Students come to the library for help finding, understanding, and using appropriate sources for their research, help finding sources for their research, learn how to create citations for the research projects, check out course reserves, use the study rooms, computers, and study tables for both individual and group study.

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.)

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

N/A

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.)
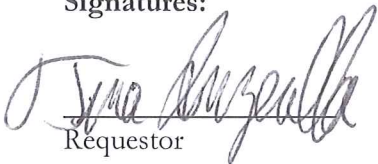
Students will have reduced reference services when seeking help with research assignments and reference questions. We will not be able to support the increasing demand for library orientations and creation and maintenance of library guides. We will not be able to acquire and manage needed print and online resources to support curriculum needs and faculty requests. Limits librarian participation in crucial college committees. Reduces library/faculty collaboration in developing and supporting research projects. Online system and databases will not be kept current of upgrades.

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.**

A new librarian position is required for the library to add new collaborations with faculty by becoming a part of new learning communities and initiatives at the college. Distance education classes will be able to have an embedded librarian in them which will help make the students successful. A new librarian will help fully develop print and electronic collections to support of the curriculum. With a library expansion in the near future, we anticipate a need for an additional librarian to work with the other full-time librarians to monitor and staff additional library space and service areas as well as meet the increased demand for instruction and reference assistance.

Signatures:

Requestor   Dean   Vice President