



Non-Instructional Position Request Form  
2014-2015 (Due October 13 to Dean)

management #19  
position Request #13

Division/ Unit: 4<sup>th</sup> Academic Services Division

Position Classification Requested: Administrator – Dean of Academic Services

Please indicate if this is a request for / to:

- Fill a currently vacant position (Must attach District job description; see Sharon Davidson for assistance)
- Increase of an existing position (Must attach District job description; see Sharon Davidson for assistance):  
 from:  9,  10,  11 month to:  10,  11,  12 month  
 from: \_\_\_\_\_ % to: \_\_\_\_\_ %
- New position (Must attach proposed job description):  
 # of 40 hours per week, # of 12 months per year

**For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).**

Estimate Increase/ Proposed Annual Salary Cost: (assume step 1 for vacant position)	\$ <u>112,870</u>	<b>**NOTE**</b> Full time – 20 (50%) to 40 (1.00%) hours per week Regular Hourly – 18 (50%) hours or less per week
Estimate Benefits Cost: (50% of salary)	\$ <u>56,435</u>	
<b>Total Cost for Position:</b>	<b>\$ <u>169,305</u></b>	

**Justification:**

**Why is this position necessary?**

Las Positas College currently serves 7,000 Full Time Equivalent Students (FTES) or 12,000 students by Headcount. These students enroll in courses across three Academic Services Divisions – ALSS, BSBA, and STEMPS. The Divisions house 72 different disciplines, plus academic services areas including the Child Development Center, the College Computer Lab, and the Library. Together the three academic services divisions employ 93 Full Time Faculty, 37 Classified Professionals, and over 500 Part Time Faculty. An additional Academic Services Dean position is necessary, because the current size and breadth of the Academic Services Divisions is unmanageable.

10/27/14

Las Positas College had four Academic Services Divisions prior to Summer 2012. In Spring 2012, one of the Academic Services dean positions (Dr. Janice Noble, Dean of Business, Computing, Applied Technology, and Social Sciences) was vacated. Rather than replacing that dean, the college consolidated the four Academic Services divisions down to three as a cost savings measure. Academic Services has tried to manage with only three divisions, but the size of the divisions, the breadth of the disciplines, the number of faculty and classified professionals, and the number of students served is too much. The Academic Services Divisions are currently unable to provide the level of excellence that we would like.

Compared to similar bay area community colleges (comparable size colleges within 2 college districts), Las Positas College is understaffed in the Academic Services Dean area –

- Mission College – 4 Academic Services Deans plus 7 Academic Division Chairs.
- College of San Mateo – 6 Academic Services Deans.
- Skyline College – 7 Academic Services Deans plus 1 Athletic Director.
- Laney College – 4 Academic Services Deans.
- Additionally, Chabot College (which is slightly larger than LPC) – 6 Academic Services Deans.

**What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and Accreditation Recommendations?**

The Academic Services Divisions serve 72 different disciplines, employ 93 Full Time Faculty, 37 classified Professionals, and over 500 Part-Time Faculty. The large number of disciplines and personnel is currently spread out among only three divisions. The Dean carries out all the administrative, supervisory, and communication/outreach efforts for the Division. The Dean is responsible for the division budget, including monitoring expenditures and operations; enrollment management; scheduling and staffing classes; coordinating CTE programs; developing draft agreements, partnerships, and grants; supervising and evaluating classified professionals; working with fellow administrators to achieve institutional goals; supervising and collaborating with faculty in curriculum planning and development, program review, and SLOs; resolving student, staff and faculty complaints; evaluating untenured, tenured, and part-time faculty; organizing, administrating, and hiring faculty and classified positions; reviewing load sheets and assignment sheets for all faculty; and building and supporting collaborative partnerships with the community and local industry.

Deans also serve on shared governance committees. There are currently 12 College committees, 4 District Committees, and numerous college and district taskforces that require Academic Services Dean participation. With only three Academic Services Deans, a Dean typically is assigned to serve on 4-5 shared governance committees. A Dean simply cannot regularly attend and provide a high level of service and attention to this many shared governance committees. Deans are also responsible for both faculty and classified hiring committees for their Divisions. This can equate to an additional 4 committees per year. Deans also serve on Accreditation Teams. Each dean is a writer for one of the Accreditation standards. All of these committees, taskforces, and teams generate additional work for the Divisions and the Deans.

Deans review all program reviews in their division, and write a summary. They also write an Administrative Unit Program Review for the Division Office.

Deans also serve on all untenured and tenured faculty evaluation committees for their Division. In support of the tenure process, Deans observe each faculty member in the classroom, write classroom observation reports, meet with faculty, write supervisory reviews, and write level 1 peer review reports. Providing valuable feedback to faculty is important responsibility and takes a considerable amount of time to do well.

Deans are responsible for interviewing and hiring part-time faculty for the disciplines in their Division. It takes a tremendous amount of time to work with discipline faculty to identify staffing needs, qualified potential faculty, to conduct interviews and reference checks. Additionally, if an equivalency request is in order, the Dean prepares the request for submission to the Equivalency Committee.

Deans manage the Division Office, including reviewing and signing all the paperwork that comes through the division office – timesheets, purchasing requests, absence reports, to name a few.

The request for a fourth Academic Services Dean is identified in each of the Academic Services' Fall 2014 Program Reviews.

This request for an additional Academic Services Dean specifically relates to one of the last Accreditation conclusions. The Las Positas College Accreditation Self-Study 2009 concluded that the administrative staff size had "not kept pace with the growth of the college" (Standard 3). At that time, there were four Academic Services Deans. The number of Academic Services Deans has gone down to an even lower level, despite the Accreditation evaluation specifically calling out the number of Full Time Administrators had not kept pace with increase in full-time faculty, part-time faculty, or classified staff.

***Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?***

The Dean would work in one of the vacant Dean offices available on campus. The Dean would report to the Vice President of Academic Services.

***What is the consequence of not funding the position?***

Not funding a fourth dean position will continue to result in significant consequences. There is already inadequate support to the faculty, staff, and students in the Academic Services divisions. There are already gaps in support and delays in the processing of critical paperwork. Faculty, staff and/or students may wait several days to get an appointment with the Dean, because the Dean's schedules are so full; this means that the Deans cannot respond in a timely manner to time-sensitive needs. Delays in processing of critical paperwork such as Personnel Action Forms (PAFs) and timesheets affects people beyond the Division including the payroll office and even an employee's pay.

The Academic Services divisions are already overloaded, and unable to provide the level of excellence that we want to our faculty, staff, and students.

Delaying the replacement of this Dean position any longer will exacerbate the existing gaps. Not funding this position will prevent Academic Services from pursuing additional college goals and objectives, such as grants, industry/community partnerships, updating curriculum, forming additional advisory boards, etc... With current dean staffing levels, there is no additional capacity to take anything else on.

***What alternative approaches have been considered in meeting the programmatic demands of this request?***

Faculty reassigned time for faculty coordinators has been tried at Las Positas College in the past. Faculty coordinators are not administrators, and could/should not carry out many of the supervisory and administrative functions required of a dean.

Hiring an additional Administrative Assistant to support each Academic Services Division is also being requested/considered. This help provide adequate staffing to the Deans and the Divisions, but it should be considered in addition to fourth Academic Services Division.

***How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?***

The campus and the community will benefit from an additional Academic Services Division and Dean. With an additional Dean, there will be better administrator coverage in the Division Offices, greater representation on committees, and deans will have more time to work with faculty, support classified, circulate around campus, and be visible. Most importantly, there will be more time for quality on tasks.

***What other personnel currently provide support to this program and these students?***

As stated, there are currently three Academic Services Deans. We request that a fourth Division/Dean be added back to the institution. The current size and breadth of Academic Services is too large for three Academic Services Divisions. Las Positas College Academic Services is understaffed in comparison to other colleges of similar size. Right sizing our Academic Services Divisions will allow the Academic Divisions to provide greater support to the faculty, staff, and students served.

**Signatures:**

Lisa Everett

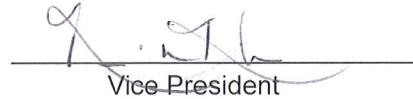
Dyan Miller

Don Miller

Requestors



\_\_\_\_\_  
Dean/ Unit Administrator

  
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Vice President

**Completed requests are due to your division Dean by the end of business on October 13. After review at the Division meeting on October 15, please forward to your respective Vice President. Completed requests are due to the Administrative Services Office by October 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on November 6.**