

# **Student Services Hiring Allocation Committee (SSHAC)**

## **STATEMENT OF INTENT**

The Student Services hiring allocation process is designed to provide the Academic Senate with input into the decision that will determine which program(s) will receive new hire(s) and replacement faculty positions. Units requesting positions will use the SSHAC Resource Request form from the Program Review process. Programs may be asked to provide additional data aligning each request with the college's Mission Statement, Master Plan, California State, federal, or other external mandates, or other factors determined to be necessary in order to prioritize positions.

The Student Services Hiring Allocation Committee will be formed to prioritize Student Services resource requests for new and replacement faculty positions. The committee is expected to function independently from the concerns of any campus constituency. The decision of the Committee must be based on the criteria outlined in the Student Services Hiring Allocation Procedure. Deliberations of the committee, including discussion and voting, will remain confidential. The Vice President of Student Services will forward the results to the Academic Senate President and members of the Student Services Division. However, attendance, action items, recommendations, and deadlines will be recorded by the Vice President and reported by the Division Chair at the next Division meeting.

This process is intended to produce decisions that are aligned with the college's Mission Statement and Master Plan. Members of this committee shall align their decisions with global concerns of the college. Committee members must avoid the influence of individual advocacies and biases. The Vice President of Student Services will chair the SSHAC and will vote only in the case of a tie.

## **STUDENT SERVICES HIRING ALLOCATION COMMITTEE COMPOSITION AND PROCEDURES**

### **I. Committee Composition/Terms of Service**

- A. The Vice President of Student Services, who will chair the committee and vote only in the event of a tie. The Vice President shall address conflicts regarding procedure.
- B. The Division Chair of Student Services
- C. Five Student Services faculty members, collectively appointed by the Student Services program managers who currently have faculty in their units, and comprised of 1 member from each of the following units: Extended Opportunity Programs (EOPS) and Services, Center for Students with Disabilities (CSD), Student Services Counseling and one other Student Services Division Member. None of these representatives may be the division chair.
- D. Five tenured Student Services faculty members appointed by the Academic Senate. One member from each of the following units: EOPS, CSD, Student Services Counseling, and one Non-Credit Student Services faculty member. None of these individuals may be the division chair.
- E. No Student Services unit shall have more than three representatives.
- F. In the event that a tenured faculty member is not available from one of the designated units, the committee may apply to the Academic Senate for a waiver to appoint or elect a non-tenured faculty member.
- G. Committee members described in C. and D. above will serve 2-year staggered terms.

Note: Committee members are expected to conduct themselves in a professional and collegial manner. Committee conflicts will be referred to the Academic Senate Executive.

## **II. Student Services Hiring Allocation Procedures**

The Office of the Vice President of Student Services will provide a summary of the division hires for the last three years. All Program Review SSHAC resource request forms for proposed positions will contain the following information. Because most of the positions in Student Services are based on head-count and not FTES, the committee should evaluate the head-count ratio to faculty to help determine need. No implications regarding the importance of the data are intended by the numbering or order of presentation. The committee should give equal weight to the narrative that accompanies the data. Incomplete applications will not be considered.

- A. Description of Position – This should include the assignments, duties, and minimum qualifications with any other pertinent information usually set forth in a job description.
- B. Description of the unit/program that this position serves.
- C. Criteria – The source of this information is Program Review and should include consideration of the following (as applicable):
  - 1. State or federal mandates (funded and unfunded)
  - 2. Grants
  - 3. Educational Master Plan goals, Institutional Learning Outcomes, or Service Area Outcomes addressed
  - 4. Student headcount
  - 5. Full-time equivalent Students served by the program
  - 6. Full-time equivalent Faculty assigned to the program
  - 7. Full-time/Part-time faculty ratio
  - 8. Student demand for services
  - 9. Results of student surveys
  - 10. Data from Program Review
  - 11. Expansion of unit/program
  - 12. Need for specific skill sets
  - 13. Community and institutional needs (i.e. universities and business community)
  - 14. Accreditation recommendations
  - 15. National standards
  - 16. Status of released-time faculty in the program
  - 17. Narrative justification by the division chair/program manager, which should include the relevance of the program to the mission of the college (including the objectives and functions of the mission statement), its value to the community, as well as any outside considerations
  - 18. Enhancement of student success, including 3SP (Student Success and Support Program) outcomes, if applicable.

Originally prepared by: Student Services Hiring Allocation Senate Taskforce; Presented to the Senate on May 25, 2004  
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Fall 2013-Summer 2014 Revised by SSHAC Task Force: Ramona Barrio-Sotillo, Brenda Jones, Margaret Mansour, Greg Perkins (Task Force included Jeanette Stirdivant in Fall 2013)  
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