**Approved: April 6, 2023**

Full-Time Faculty Request Form

Questions:

If you are requesting multiple positions, revise the data in your responses for all subsequent positions. That is, provide a clear rationale for the first position, and for subsequent positions, assume you have received the previous position and adjust the data and provide additional rationale accordingly.

1. FTES/Enrollment/Services

a. Your discipline/unit has been provided with workload data. How does the provided workload data support your request for the faculty position (e.g. meaningful trends)?

Business discipline faculty members teach and oversee courses in the BANK, BUSE, MARK, PADM, and REAL subject areas, so the data from these were combined for purposes of this proposal.

FTES during the period covered by the spreadsheet demonstrates a slight, steady decline. We believe this is mostly due to the COVID pandemic: Enrollment in Business discipline-overseen courses appears to be picking up this academic year.

b. For Counselor, Librarian, and Nurse requests: Provide additional data to demonstrate how workload has changed over a five-year period. For example: discrepancies between counselor/student ratios in accordance with state standards.

N/A

2. Full Time/Part Time Ratio (Note: Counselors, Librarians, and Nurses answer 2b; all others answer 2a. Everyone answer 2c & 2d.)

a. Your discipline has been provided with data regarding full-time and part-time positions. Enter data from the spreadsheet (Full-time/Part-time ratio, # of 1.0 and 1.4 loads available)

Full-time/Part-time ratio: 35% full time / 65% part time

# of 1.0 loads available: 8.5 FTEF total – 3 current full-time faculty = 5.5 loads available

# of 1.4 loads available: (8.5 FTEF total / 1.4 FTEF) – 3 current full-time faculty = 3.1 loads available

Comments: FTEF during the period covered by the spreadsheet has been constant. Total annual FTEF for the subject areas overseen by the Business discipline during this time was 17.07, which is the equivalent of about 8.5 full full-time faculty: (17 FTEF / 2 semesters per year = 8.5 FTEF).

b. Counselors, Librarians, and Nurses: Enter FTEF allocated to Counseling (Full-time FTEF and Adjunct/Overload FTEF) for the previous five years to demonstrate changes or trends

N/A

c. How will the full-time / part-time faculty ratio change with this new position?

The new ratio would be 47% full-time to 53% part time.

d. How will this new position impact your discipline/unit?

Our three current full-time Business discipline faculty members oversee four separate programs and 27 different courses in the Business Department. The programs are: Business Administration and Management, Entrepreneurship, Financial Services, and Public Administration. The additional position would allow us to assign one full-time faculty member to oversee each of these four programs, creating a more equitable workload related to program oversight (SLOs, program review, curriculum updates, etc.). It would also probably facilitate expansion of these programs via new curriculum development or other initiatives.

3. Replacement History

Using the data provided, list the number of faculty separations over the last five years as well as the faculty hiring over the past five years. Please explain the history of hiring and its impact on the discipline. Committee members will consider the history of faculty hiring over the timeframe provided.

No full-time faculty separations nor hiring have occurred over the last five years.

4. Reduced Offerings/Services

Will the offerings in your discipline / unit face significant reduction if a full-time faculty member is not hired? What classes and/or services will have to be eliminated.

No. Current class offerings are expected to continue if a new full-time faculty member is not hired. However, new curriculum development or other initiatives would probably be impacted.

Counselors, Librarians, Nurses: What will be the impact on students and the college if a full-time faculty is not hired?

N/A

5. Zero- to One-Person Discipline

Is this a currently recognized discipline/unit with only one or no full-time faculty in either the 2020-2021 and/or 2021/2022 academic years? Describe the qualitative and quantitative impact to the discipline.

No. This discipline had three full-time faculty members in 2020-21 and 2021-22.

6. Criteria Not Covered

Over the past seven years, 1,145 degrees and 61 certificates were awarded by programs overseen by Business discipline faculty. This represents over 10% of the total number of degrees and certificates awarded by Miramar College. This productivity is partially due to the work of our full-time Business faculty in areas like student outreach, institutional partnerships, and curriculum design.