



C U Y A M A C A
· C O L L E G E ·

2026-2027

Program Review & Planning Request for Full-Time Faculty Position

For help filling out this request, please reach out to the chairs of the Faculty Hiring Priorities Committee: Karen Marrujo, Academic Senate President, karen.marrujo@gcccd.edu, and Jeanie Machado Tyler, Vice President of Instruction, jeanie.machadot Tyler@gcccd.edu

Department	
Position Title	

1a. Is this position new or a replacement position?	<input type="checkbox"/> New	<input type="checkbox"/> Replacement
If answered "replacement" on 1a, when was that position vacated?		Date: (Semester)
1b. Did you request a position last year (2025-2026)?	<input type="checkbox"/> Yes (answer 1b.)	<input type="checkbox"/> No (skip 1b.)
1c. If you checked "yes" on question 1a and that position was funded, do you want this position ranked as well?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1d. Is there dedicated permanent funding for the position that is not unrestricted general fund (i.e. student services categorical/special funded programs)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1e. Is your department requesting more than one of the same positions?	<input type="checkbox"/> Yes (answer 1e.)	<input type="checkbox"/> No (skip 1e.)
1f. If you checked "yes" on question 1d, your department must submit a separate form for each request for the same position with updated data assuming the first request is approved. Is this the first request or an additional request form for this position?	<input type="checkbox"/> First	<input type="checkbox"/> Additional*

***For Additional Requests:** Within your responses below, consider and account for the impact on this position should the first request for this position be filled.

Request for a Full-Time Faculty Position

Before drafting a request, review the **FHPC Rubric** ([link](#)) and [past examples of High-Ranking Requests](#) ([Google Drive link](#)).

For additional information and help, please go to [insert future website/references] to view the videos and workshop days and times.

Support your answers to the questions below with:

- **Criterion 1: [Data/Evidence in Support of Need](#) [Add note about using data/evidence (specific) throughout the entire response]**
- **[Data provided by Institutional Effectiveness, Success and Equity \(IESE\)](#) and any additional departmental data that demonstrates need.**
- **Please reference appropriate sections of your program review as needed in your responses.** The Faculty Hiring Priorities Committee (FHPC) will also consider the program review data provided by the IESE Office in reviewing this request.
- **Criterion 2: [Program Student Achievement and Potential Growth](#)**
- **Criterion 3: Critical Need (Critical to the Program/and Institution)**
- **Criterion 4: [Support of Strategic Plan](#)**
- [Note: Reorder rubric criteria—essential first]

<p>2.</p>	<p>(1) Criterion 3: Critical Need (Critical to the Program/and Institution) a) Why is this position essential to your program and the college? (Word Limit 300)</p> <p>Criterion 4: Support of Strategic Plan</p> <p>b) Explain how the position will help advance specific program goal(s) as well as the college's strategic priorities and the mission vision, and values? [Link to goals, program + college + mission] [Word Limit 300]</p> <p>(2) How will this position positively impact students, the department, the college, the district and/or the region?</p> <p>(3) Which program review goal(s) is this request supporting? (4) Explain if this position is new or a replacement and</p> <p>(4) state how the position will help advance the specific goal(s) and</p> <p>(5) explain how this position would support historically marginalized groups. (400 words or less) (Rubric Criterion 1 and Criterion 3)</p> <p>Response:</p>
<p>3.</p>	<p>X The college has a commitment to equitable representation amongst faculty and staff. Holistic recruitment includes the job announcement, job title, minimum and preferred qualifications, posting locations, and partnerships with diverse organizations, amongst other things. Outline your steps to ensure a recruitment of diverse candidates that is reflective of the students served as well as the mission, vision and values of the college. (300 words or less) (Rubric Criterion 1 and Criterion 4)</p> <p>Response:</p>
<p>4.</p>	<p>X Describe your planned onboarding process to support the new hires inclusion into the department and campus and explain if there are any resources or collaboration that would assist. (e.g. AFT mentorship, THRIVE, Tenure Review, EMTLI, Communities of Practices, etc.)</p>

(300 words or less)
(Rubric [Criterion 2](#) and [Criterion 4](#))

Response:

- **Criterion 2: [Program Student Achievement and Potential Growth](#)**

5. 2a) **How will this position help advance** efforts your department has taken or will take to support historically marginalized groups and close equity gaps in access and **student learning and achievement outcomes?** (300 words or less)
(Rubric [Criterion 2](#))

Response:

6. 2b) How will the position support current or future student demand for your programs and/or services?. Consider both internal and regional data alongside national trends, including Strong Workforce Program (SWP) data. You can find several sample data links on the IESE Program Review Data Reports website. (300 words or less)
(Rubric [Criterion 2](#))

Response:

7. How does this request align with the college's [strategic priorities](#) and the [mission vision, and values](#)? (300 words or less)
(Rubric [Criterion 4](#))

Response:

8. **[Move up to the top. Note: before filling out]** Please confirm that you have discussed this faculty position request with the Chair of the Department and the Dean.

Yes. I have discussed this position request with the Chair of the Department

Yes. I have discussed this position request with the Dean.

Note: The Dean will be providing feedback to help inform the prioritization process

2025-2026 Faculty Hiring Priorities Committee

Rubric Criteria

Bulleted Items: Examples listed under the criteria below represent the types of indicators or information that would typically be considered in faculty position request ratings.

Items Marked with an Asterisk (*): Information provided through Program Review Data

Criterion 1: [Data/Evidence in Support of Need](#)

Related form questions: [Question 2](#), [Question 3](#)

Instructional examples *may include, but are not limited to, the following:*

- *Full-Time/Total faculty (%)
- Diversification of Staff
- Engaging in Professional Development related to equity and diversity in hiring and equal employment opportunity
- *Number of full-time faculty (provided by the Academic Senate)
- *Load cushion
- *Productivity: Fill rate and WSCH/FTEF

Student Services/Library examples *may include but are not limited to, the following:*

- Counselor, or Librarian, to Student Ratio
- Number of Visits/Appointments
- Number of Workshops/Participants

Criterion 2: Program Student Achievement and Potential Growth

Related form questions: [Question 4](#), [Question 5](#), [Question 6](#)

Instructional examples *may* include, but are not limited to, the following:

- [*Enrollment](#)
- [*Success and Retention Rates](#)
- [*Closing Equity Gaps in Access and Outcomes](#)
- Waitlist pressures
- Engaging in Professional Development to close equity gaps and increase student retention
- Engaging in Professional Development to modify curriculum to reflect the college's diverse student population
- Ensuring equitable access to courses that have pre-requisites in order to remove barriers for students, especially those from historically marginalized groups
- Throughput/Course Sequence Completion
- [*Degrees/Certificates Awarded](#)
- [*Labor Market Demand](#)
- Other/Related Regional College Programs

Student Services/Library examples *may* include but are not limited to, the following:

- Wait Times for Counseling Appointments
- Students Served
- Improved Achievement for Cohort Students
- Other data demonstrating unmet need or growth, including data from comparison colleges, gate count, students served, etc.

Criterion 3: Critical Need (Critical to the Program/and Institution)

Related form questions: [Question 2](#), [Question 7](#)

Examples *may* include, but are not limited to, the following:

- Issues with Federal or State Mandates
- Replacement for Recent Retirement or Vacancy
- **No full-time faculty within discipline**
- Specialty Areas within Discipline/Service Area results in difficulty in finding part-time faculty
- Required for Program, Courses, or Specific Service to Continue
- Ranking within division (per division dean feedback)
- Supporting students from historically marginalized groups

Criterion 4: Support of Strategic Plan

Related form questions: [Question 3](#), [Question 4](#), [Question 8](#)

Examples may include, **but are not limited to**, the following:

- Direct support of at least 1 of 5 [Strategic Goals](#)
- Alignment with [college vision, mission and values](#)
- Ability of Department to Innovate and Meet Changing Needs in support of student success and equity
- Removing barriers to student success (e.g. Exploring and adopting strategies to reduce the cost of textbooks and materials)
- Engaging in professional development related to inclusion, diversity, equity, accessibility, and antiracism
- Engaging in Professional Development related to equity and diversity in hiring and equal employment opportunity

Form Governance Review and Approval

FHPC	Review & Approval:	
Academic Senate	1st Review:	2 nd Read/Approval:
ROC		