

# **Faculty Hiring Priorities Committee (FHPC)**

## **Committee Responsibilities**

### **Job Description**

#### **FINAL**

Committee Meeting Times:

Fall: 1<sup>st</sup> Thursday, 9a-10:45a

Spring: 1st & 3rd Thursday, 9a-10:45a

Intranet Landing Page ([link](#)) and Resources

#### **Individual Member Responsibilities**

- Regularly attend FHPC meetings
- Attend data workshop/trainings
- Respond to program review author questions
- Attend and provide assistance to authors
- Review faculty requests and complete faculty rankings
- Complete feedback form
  - Provide meaningful feedback to authors on areas in which the program or service area is strong or doing well and areas in which it can improve or engage in more robust, data-informed planning
  - Take notes while reviewing the submittals to improve the templates
  - Share feedback on how templates can be improved for next year

#### **Committee Overall Responsibilities:**

1. Assist in developing and refining college-wide program review standards and processes;
2. Creating, implementing, evaluating and improving the process for faculty requests and related rubric assessment;
3. Ensuring the faculty request review process facilitates meaningful, data-informed planning, assessment, dialog, and improvement to promote equitable access and success;
4. Developing an annual ranked list with justification;
5. Working with the Academic Senate to develop common institutional overarching needs analysis and identify challenges to inform strategic planning; and
6. Provide training and support to faculty request submitters (program review authors) through online resources
7. Annually review and revise form and rubric as needed