

From: Velma Quan <vquan@ccsf.edu>

Sent: Friday, January 3, 2025 2:53 PM

To: [Deans and Chairs]

Cc: [FPAC Members for 2024-2025]

Subject: Update on Full-Time Faculty Position Requests – Deadline Extended to January 24

Dear Deans and Chairs,

As previously announced, the Faculty Position Allocation Committee (FPAC) will review full-time faculty position requests for 2025-26 this Spring 2025 semester based on Fall 2024 Annual Plans. In the spirit of transparency about the FPAC process, please see the guidance below based on the rubric the committee will be using to evaluate requests for full-time faculty positions. The due date for these requests has been extended to **January 24th**.

Per the [guidance memo](#) we sent in November, please keep in mind the following priorities:

- Positions associated with compliance (e.g., Title IX, health and safety)
- 100% categorically funded or initiative-funded full-time positions for programs with specific goals/focus (e.g., EOPS and DSPS)
- Positions in areas that offer gateway/core services or courses that are critical to ensuring student retention and completion

Requests evaluated for need will also be based on **all** the following criteria:

1. Number of full-time and part-time positions in the discipline (ratio).
2. Student headcount for the discipline.
3. Waitlist information for the discipline.
4. Completion data (degrees and certificates) for the discipline department (2023-2024).

As a reminder, if you wish to request a full-time faculty position, please enter your request(s) into your Fall 2024 Annual Plan resource requests in CurriQunet by **January 24th** (extended from January 10th). The Office of Research & Planning will pull those requests and provide them to FPAC. While departments are free to include any full-time faculty position requests, the College is unlikely to conduct full-time faculty hiring that results in net increases at the college in the number of full-time faculty collegewide. Thank you for your ongoing commitment to the College and especially to our students.

Sincerely,

David Yee, Interim Vice Chancellor for Academic & Institutional Affairs

Lisa Cooper Wilkins, Vice Chancellor for Student Affairs

cc: FPAC Members for 2024-2025 (Edie Kaeuper, Rebecca Ancheta, Cynthia Dewar, Alexis Litzky, Pam Mery, Mitra Sapienza, Jonathan Potter); FPAC membership includes 3 administrative appointments and 3 faculty appointments, plus 1 resource member from the Office of Research and Planning