

FULL-TIME FACULTY POSITION REQUEST FORM

Submission Date: 2013-2014

(Based on Criteria for Full-Time Faculty Requests agreed on at the Instructional Administrators Council, with the Dean of Counseling and the Academic Senate President present, 9/25/12)

1. Describe the position being requested (e.g., biology faculty with expertise in anatomy).

Political science faculty with expertise in American politics, plus methodology or political theory.

2. Explain how the position supports one or more Board of Trustees Core Values, the College of San Mateo Mission and Diversity Statements, the College of San Mateo Institutional Priorities, and college initiatives.

The Department of Political Science is committed to improving student success (Institutional Priority #1) and promoting academic excellence (Institutional Priority #2). The curriculum in all political science courses emphasizes the values stated in the Diversity Statement: "a policy of inclusiveness that recognizes, values and reflects the diversity of the community we serve." Political Science strives to "foster a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. We abide by the principle of equal opportunity for all without regard to gender, color, race, ethnicity, national origin, religion, age, economic background, sexual orientation, and physical, learning, and psychological differences." These are core values in the instruction provided by the Department of Political Science.

3. Discuss how the position will help the department and/or division meet goals and support student learning as described in program review.

An additional full-time faculty member will provide the staffing necessary to better support student success and academic excellence. Over the past decade the department has lost 3 full-time faculty members to retirement but hired only 1 full-time faculty member. As a result, the department currently has only 1 full-time faculty member; the majority of courses are taught by 3 part-time faculty members. This presents significant challenges, such as the fact that part-time faculty have not participated in assessing SLOs.

4. Explain how the position will promote increased student success as described in program review in one or more of the following areas:
 - o Transfer: Include discussion of articulated pathways (e.g., UC, CSU, IGETC, SB 1440 transfer degrees, collaborative agreements with other community colleges and/or four-year transfer institutions).
 - o Career and Technical Education (CTE): Include evidence of a demand for the next five years (e.g., EMSI data available from the dean, data indicating healthy employment demand, other available environmental scans)
 - o Capacity to move students from basics skills or ESL to transfer or CTE.

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Having a second full-time faculty member will facilitate transfer of students to 4-year institutions because full-time faculty members play a larger role in counseling students about transfer than do part-time faculty members. This request is for a faculty member with expertise in the subfields of political science associated with the SB1440 transfer degree in which expertise is most lacking in the department.

5. Identify number of students served by the department.

In 2011-2012 the department served 103.7 FTES, with a total headcount of 969.

6. Discuss LOAD (The definition of LOAD is provided in the Educational Master Plan. The Budget Planning Committee sets College of San Mateo's target college-wide LOAD. Contact administration for current LOAD target.)

LOAD for 2011-12 was 466.7. This is below the institutional target LOAD of 570. However, the LOAD for 2012-2013 will likely be higher, a full-time faculty member retired and the number of course sections offered was reduced. With a second full-time instructor, it may be possible to better manage enrollments and course scheduling to ensure a higher LOAD.

7. Describe the impact of the following full-time / part-time faculty issues.

- Full-time and part-time faculty in the department or discipline
- Ratio of full-time FTEF (full-time equivalent faculty) to hourly FTEF
- Headcount of full-time faculty
- Headcount of part-time faculty
- Headcount of overload faculty (full-time faculty teaching an overload)

Last year, the department had 2 full-time faculty and 3 part-time faculty. Now, due to the retirement of 1 full-time faculty member, the department has 1 full-time faculty member and 3 part-time faculty. 0% of full-time faculty teach overload.

8. Discuss impact (positive and negative) of full-time to part-time faculty ratio on the program's goals, targets, and program student learning outcomes.

With only 25% of faculty full-time, it is difficult to meet the program's goals for assessment of SLOs. It also requires a single faculty member to be responsible for all department administrative responsibilities: program review, course outline updates, curriculum development, implementation of the new AA-T degree in political science, evaluating part-time faculty, counseling students, etc. Students would be better served if these responsibilities could be shared between two faculty members, so that more time could be devoted directly to students. It would also be easier to implement programmatic and curricular changes based on SLO assessments.

9. Recount number of faculty retirements for the past six years

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1 retirement in 2013.

Retirements also occurred in 2003 and 2004.

10. Discuss the vitality of the program (e.g., curriculum innovation, involvement in teaching and learning initiatives, faculty participation on committees, faculty participation in professional development).

Department accomplishments since fall 2011

- Gained approval for 5 course outline updates.
- Began the process of articulating all department course offerings with those at the 6 main transfer institutions (articulation of 5 of 13 courses completed so far).
- The development and approval of an AA-T degree in political science.
- The assessment of SLOs for 3 courses
- The development and approval of program SLOs in alignment with institutional GE SLOs.

Additional activities of the single full-time faculty member

- Serves as Secretary of the Academic Senate.
- Evaluates part-time faculty members each semester.
- Professional Development: participated in workshops on SLO alignment and web-based teaching (WebAccess).
- Serving as advisor to 1-3 student clubs per semester.

Nevertheless, having just one full-time faculty member limits the department's participation in college-wide committees and initiatives. The single full-time faculty member is largely preoccupied with department management. With a second full-time faculty member, the department could make a much larger contribution to the college and to the community at large.

11. Discuss any mandates and regulations affecting the position.

The single full-time faculty member in the department has expertise in three of the five specialties described in the Transfer Model Curriculum for an AA-T in political science. The program's ability to accommodate the needs of students working toward an AA-T in political science would be enhanced by hiring another full-time faculty member with expertise in at least one of the two remaining specialties (Political Theory and Methodology) described in the TMC.

12. Provide any additional reasons for filling this position as determined by the department or discipline and the division including need and impact on the community at large (beyond CSM).

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The single full-time faculty member would have additional time available for service to the institution and to the community at large. For example, the dean instructed the full-time faculty member to skip the state meetings developing the Transfer Model Curriculum in political science because his absence would leave a void at CSM. Participation in such activities would be possible if there were a second full-time faculty member.