

**MISSION COLLEGE**  
**ALLOCATION PROCESS FOR FULL-TIME FACULTY HIRES**

1. On a given date at the end of the spring semester, each department will be asked to notify the Office of Instruction if they intend to request an additional full-time faculty position. Requests should be routed through divisions and need to be returned to the Office of Instruction by the end of the first full week of the Fall Semester. Appropriate forms will be transmitted to those departments who want to request additional full-time faculty.
2. Notify the Research Office of need for data for requested positions.
3. By the beginning of the fall semester, in the first week, at 4:00 p.m., the requesting department will provide the completed request with supporting rationale to the Office of Instruction.
4. Hold combined meeting of the Academic Senate and Division Chair Council for the 3<sup>rd</sup> week of September to discuss requests and review rationale provided. Ample time will be provided to discuss rationale for positions. At the conclusion of the meeting, a list of “viable” positions will be generated for DC’s to prioritize/rank.
5. Each DC should meet with their division’s Academic Senate representative(s) to ensure that both understand the rationale the DC will use in ranking the positions.
6. Division Chairs submit their preferences in priority order to the Office of Instruction by the last week of September.
7. The Office of Instruction will tally the rankings and present the information to the DCC at their first meeting in October for their preliminary approval. Invitations will be extended to the Academic Senate and the ASB to attend the meeting if possible. Recommendations will be forwarded to the Academic Senate for their next meeting in October.
8. The Academic Senate will meet to consider the results of the DCC’s recommendations. If serious differences are evident, two options are available: a) have the two groups meet again to try to reach a consensus; b) the Senate makes a different recommendation. Either way, the recommendation(s) are forwarded to the President who will make a decision and then forward them to HR by no later than the third Friday in November.
9. Departments will identify search committee members and three to four potential team members for tenure review committees and submit those names to the Office of Instruction by the end of October. Departments should consider obtaining broad college representation and diversity on all teams.