The following calculations will be made for all requested faculty positions. Additionally, alternate measures can be presented in the written narrative and in the senate presentation to demonstrate need.

1. FTE TAUGHT BY ADJUNCT (15 points maximum)
   (Calculate FTEF to nearest 0.01. If FTEF is less than 1, then 0 points. If FTEF is at least 1, multiply by 2.5 then round up to closest whole point—examples of results follow.)
   2 FTE = 5 points
   4 FTE = 10 points
   6 FTE = 15 points

2. (10 points maximum)
   What percentage of all TUs are taught by adjuncts as compared to contract faculty?
   +10 points
   25% - 0 points
   +workup

3. DEMAND (15 points maximum plus or minus)
   a. Growth in WSCH or WCH minus average WSCH or WCH 4 years prior
      Average 4 years prior WSCH or WCH
   b. Calculate to the nearest percentage:
      Each 1% growth equals +1 point
      Each 1% decline in growth equals -1 point

4. PERCENTAGE OF FILL at census, average of prior 2 years (15 points maximum)-- (exclusive of all 500, 99, 199, 80s, 180 level; open entry courses, and all concurrently offered classes combined for maximum enrollments)
   Enrollment prior 2 years multiplied by 100
   Number of spaces available in section of class
   77 - 84% = 3 points
   84.1 - 90% = 6 points
   90.1 - 93% = 9 points
   93.1 - 97% = 12 points
   97.1 - over = 15 points

5. WSCH/FTE at census (15 points maximum)
   WSCH/FTE
   464 - 503 = 3 points
   504 - 553 = 6 points
   554 - 596 = 9 points
   597 - 635 = 12 points
   636+ = 15 points
6. LOSS OF CONTRACT -- first or second year of request for vacant position (0 or 10 points)

7. ONE-PERSON DEPARTMENT (0 or 20 points)--first or second year request is made (if this position is not replaced, there will not be full-time contract faculty in the department).

OR

ACCREDITING BODY MANDATES without whose authorization the program could not be offered (0 or 20 points)

NARRATIVE: DOCUMENTATION FOR REQUESTED TENURE-TRACK FACULTY POSITION

1. BRIEF PROGRAM DESCRIPTION

   a) This program has _________ full-time faculty and _______ adjunct faculty.

   b) If this is a replacement request, specify the person being replaced.

   c) If this is not a replacement request, will the department give up 30 adjunct units for this position?

2. EXPLANATION OF THE NEED FOR THE POSITION AND WHY IT IS CRITICAL TO THE PROGRAM AND THE COLLEGE

100% CATEGORICALLY FUNDED POSITIONS
Replacement positions funded by external sources are not required to be reviewed through this process. If there is a request for a new categorical position, requests will be reviewed by the Instruction Council, Student Services Council, the Faculty Senate, and the relevant Vice Presidents, and recommended to the President.

If, during the first year of a newly filled position, the faculty member resigns or is terminated, the PCN will be retained for that position. It will not be necessary for the position to be considered in the staffing priority process.

HOLD-OVER POSITIONS
No positions will be held over to future years unless the search bears no qualified candidates. A maximum of three searches for a position for a maximum of three semesters may occur without the need to go through the prioritization process again.