

1. Request form

- a. Limit the length of the overall application- response to the qualitative questions/prompts should not exceed 800 words total.
- b. Rationale
 - i. to ensure that all parties involved in ranking positions have time to read all of the material.
 - ii. Allows all parties involved in ranking positions to focus on what positions are most needed for the students/college

2. Presentation

- a. Allow a faculty member, selected by the department, or in the case of a department with no FT faculty, someone in a related field, to do a time limited presentation and to answer questions for each position (5 min, with a two-hour time limit for the meeting).
 - i. Randomly selected order of presentations
 - ii. Rankings are due 3 days after pitches are made
- b. Rationale
 - i. Allows Librarians/Counselors/new programs to clearly state their needs
 - ii. Allows all programs to make their cases/answer questions

3. Add statement to document

- a. Goals of the hiring prioritization process
- b. Responsibility to take into consideration the overall needs of the college including new programs, librarians and counselors

4. Senators shepherd request from their schools through the process

- a. Deans and faculty submitting request include School Senators on all communications.
- b. Senators ensure requests from their school are included in the process.

5. Set diversity goal based on EEO data prior to the hiring prioritization process (exclude this from current process until additional information can be obtained)

- a. LJ to check with HR.
- b. May better be decided by department/taking into consideration the impact on the students we serve.
- c. Another suggestion is to include a statement about the need to increase diversity in our faculty.