Faculty Vacancy Process

Academic Senate Fall 2026

Current Process

- Faculty vacancy process

Definitions

A Vacant Faculty Position is defined as a funded position in a specific discipline, vacated by resignation, retirement, illness or death of a faculty member.

An Unfilled Faculty Position is defined as a funded position in a specific discipline, that remains vacant due to an unsuccessful search process

Who can Submit a Vacancy Replacement Request?

1. Faculty in the affected or closely related program completes a Vacancy Replacement Request. A dean may submit the request if there are no appropriate faculty.

Then What?

1. The request (with form) is presented to the Academic Senate for discussion and action
2. The Academic Senate submits the Vacancy Replacement Request and its recommendation to the Planning and Budgeting Council.
3. The Planning and Budgeting Council (PBC) discusses the Request and makes its recommendation to the President.
4. The President informs PBC and the Academic Seante of his/her decision.

Timeline for Requesting a Vacancy Replacement

- When there is a vacant faculty position, the affected program has two (2) complete semesters in which to initiate a request for replacement.
  - For example, if a retirement is announced June 2026, the program has through Spring 2027 to request a replacement.
- The affected program may submit the vacancy replacement request paperwork the semester before the position is vacated. This is particularly encouraged if there is only one full-time faculty member in the program
- During this time, the program may perform a Program Improvement and Viability (PIV) study in order to determine whether a replacement is warranted. If the PIV results in a revitalization plan, the PIV Task Force may recommend to Academic Senate an extension of the deadline for requesting a replacement by a specified number of semesters.

What if you need more time?

- A program may petition the Academic Senate for an extension of the deadline due to extenuating circumstances. The Academic Senate is not required to grant extensions.

What if we don't meet the deadline?

- If no replacement is requested within the defined timeframe, the Academic Senate may recommend to the college President that the vacant position be reallocated to another discipline based upon the most recent prioritized list of new faculty position proposals.

What if the request is denied or deferred?

- If the college President denies or defers a Vacancy Replacement Request, the Academic Senate may request that the administration hold and reserve funding for the vacant position and provide an extension of a specific duration to allow for the program to re-evaluate the proposal and/or preform a PIV study before submitting the replacement request

Unfilled Position Process and Timeline

1. When there is an unsuccessful search for a full time faculty position, the affected program may try the recruitment process again over the course of two (2) subsequent semesters.
2. If the position remains unfilled after this time, the Academic Senate may recommend to the college President that the position be reallocated to another discipline based upon the most recent prioritized list of new faculty position proposals.
3. A program may petition the Academic Senate to grant an extension for a defined period of time. The Academic Senate shall consider the merits of the extension request against the opportunity costs of not using the faculty positions.

Process at Sister Colleges

- Skyline College
  - Full Time Equivalent Faculty Allocation Committee (FTEFAC)
  - Vacancy and new requests combined

- CSM
  - Resource Request Process
  - Vacancy and new requests combined