

Faculty Position Request Form Year 2013-2014

For Academic Affairs Advisory Group Recommendation	Date(s) Considered:	
	(To be completed by The Vice President of Academic Affairs)	
	<input type="checkbox"/>	Recommended to Approve (Indicate Ranking) ➡
<input type="checkbox"/>	Not Recommended to Approve ⤵	
Explanation:		

Directions: Complete a separate request for each position. Forms must be signed by the originating Division Chair/Director and the appropriate supervising administrator. Use additional sheets as needed.

A. General Information

Position Title:	Counselor, Upward Bound
Department:	TRiO
	Student Services

Check all that apply:	
<input type="checkbox"/>	New Position
<input type="checkbox"/>	100% Assignment
<input type="checkbox"/>	Split Assignment Identify Split % _____
<input checked="" type="checkbox"/>	Replacement: Identical Position
<input type="checkbox"/>	Replacement: Modified Position
	Identify faculty being replaced: Chris Calima
<input type="checkbox"/>	Consolidation of Existing Adjunct Positions

Review/Approval	Date
Department Chair:	N/A
Division Chair or Supervising Administrator	Larry Walker 11/20/13
Dean, Academic Affairs or Student Services	Larry Walker 11/20/13
<p>All conflicts/disagreements should be discussed prior to submission of this form. In the event the division chair or dean does not support the position, provide reasons: N/A</p>	

B. Description of the Position/Assignment

1. Describe all aspects of the position, including non-teaching assignments.

This is a counseling faculty position assigned to the TRiO/Upward Bound program. The position is responsible for the overall counseling services component of the Upward Bound program, including planning, development, and implementation of the personal development activities and services; interface and serve as liaison and source of information regarding program policies and procedures with college administration, faculty, staff, campus programs, community and government agencies to maximize services provided to students participating in the Upward Bound program.. In addition, the position is responsible for the following:

- Recruit, admit and retain qualified Upward Bound students into MPC pre-college programs
- Provide personal, academic, transfer and career counseling services to Upward Bound students

- Assures compliance with activities and functions outlined in the Federal TRiO grant.
- Teach Personal Development courses

2. Aspects of college's mission being addressed by position:

- Transfer to four-year colleges
- Basic skills instruction
- Career Technical Education (CTE)
- Student support services

3. Is this position categorically funded? Yes No

C. Rationale for the Position

1. Description of need. Please include information on the effects on the program, your division, the college, and the community of filling the position versus not filling it.

The position is required in order to meet the annual objectives outlined in the U.S Department of Education's funded TRiO grant. The position is identified as a key staff position in the grant because the Project Director has only 25% responsibility in the program. The program would not be able to meet the annual objectives or comply with the federal reporting requirements if the position was not filled, and therefore, would be in jeopardy of losing all funding associated with the Upward Bound grant.

2. If this position is new or modified, is it addressed in MPC planning documents, such as the college's Educational Master Plan, the Division's most recent Program Review, the Department's Program Review Update and Action Plan, and/or the Division's and/or Department's Program Reflections?

- Yes (Please cite below.) No (Please explain below.)

N/A

3. Is this position required by external licensure, accreditation, or legal mandates? If so, please explain.
No.

4. Is this position recommended by a CTE advisory group? If so, please explain. If this is a CTE position, please provide Labor Market Information (LMI) for any occupations in which the instructor will provide instruction or training.

No.

5. Program size (To be completed in conjunction with Institutional Research Office):

a. FTES Credit and Noncredit History

	FTES (Credit)	FTES (Noncredit)
2009-2010	N/A	N/A
2010-2011	N/A	N/A
2011-2012	N/A	N/A

b. FTE

	Full-time	Adjunct
2009-2010	1	-
2010-2011	1	-
2011-2012	1	-

6. Programmatic plans for this and future years:

The Upward Bound position is expected to continue as proposed in the approved grant that runs through 2017.

7. First two years' assignment for this position.

a. Teaching responsibilities:

Fall	Spring	Fall	Spring
N/A	N/A	N/A	N/A

b. Other duties and/or programmatic responsibilities (i.e., program/curriculum development, program coordination, facilities oversight, outreach, etc.):

The position will have 25% program coordination responsibilities for Upward Bound throughout the academic year to include summer.

8. Office/location to be assigned:

STS 219

9. Other related resources needed:

None.

10. Other considerations:

None.