



## **Guidelines and Criteria for Recommending Permanent New Classified Positions**

**Because of contractual differences, Classified Staff hiring procedures have some fundamental differences from Faculty hiring procedures.**

**Current classified positions that become vacant do not fall under the following process unless the supervisor determines that the position is no longer critical to the mission, strategic goals and educational master plan of the college.**

**Externally funded positions which are required under program/grant eligibility requirements are exempted from this process. These positions will be presented to shared governance bodies as information items only.**

### **Identification Process**

The process for recommending permanent new Classified positions is a collaborative one grounded in the shared governance process and starts with Division Deans, Department and/or Program managers, and departmental faculty or staff who identify the need for a new position. Each position forwarded needs to have a written justification, succinct and comprehensive, using the Classified Hiring/Position Justification Form.

### **College Budget Committee**

Using current fiscal information, the Budget Committee informs and makes overall recommendations on the number of positions that can be hired to the College Planning Council. **Identification process will go forward even if no budget for hiring is expected to be available.**

### **IPC-SSPC**

Early in the fall semester the IPC and SSPC together will develop the criteria to be used in prioritizing the positions.

### **Division/Department**

The first prioritization takes place at the Division/Department level, then the identified recommended prioritized positions are forwarded to a joint meeting of the Instructional Planning Council and the Student Services Planning Council.

### **Instructional Planning Council and Student Services Planning Council**

Recommendations for Classified positions are presented by the appropriate Dean, Program Manager or Vice President at the joint meeting of the Instructional Planning Council and the Student Services Planning Council for review. **If a special meeting of these two councils needs to be held for the timing of putting the requested positions forward, one will be scheduled.**

The result of this joint meeting will be a prioritized list of fully justified requests, accompanied by the rationale behind the prioritization and how it aligns with the college's mission and strategic goals. The top ranking positions are then forwarded to the College Planning Council.

### **Classified Senate**

All requested Classified positions will be presented at the appropriate Classified Senate Meeting as information only.

### **College Planning Council**

The fully justified requests and prioritized list of new Classified positions will be presented to the College Planning Council. College Planning Council reviews the prioritized list and makes a recommendation to the President. College Planning Council members represent all members of the Cañada community and are obliged to report all activities to their respective constituencies.

### **The President**

All hiring decisions lie with the President. The President's final hiring decisions are shared with the College Planning Council. If the President's decision varies from the recommended positions, he/she will formally present to the College Planning Council the rationale behind his or her final decision.



**New Classified Hiring/Position Justification**

**Hiring Division/Department:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Classification**

Position type: Permanent \_\_\_\_\_ Full Time \_\_\_\_\_ # of months \_\_\_\_\_  
Part Time \_\_\_\_\_ % of Full Time \_\_\_\_\_ # of months \_\_\_\_\_

Position: General Funds \_\_\_\_\_  
Allocation: External Funds\* \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Budget Information**

Grade \_\_\_\_\_ Step \_\_\_\_\_ Annual Salary \_\_\_\_\_

**Justification**

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
2. Explain how this position aligns with and supports the mission and strategic goals of the college.
3. Explain how adding this position will strengthen the department or division.
4. Explain how this work will be accomplished if the position is not filled.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

\_\_\_\_\_  
**Dean / Director / Hiring Supervisor**

\_\_\_\_\_  
**Date**