

**Cañada College
Administrator Hiring Steps**

	ACTION	COMPLETED
1.	The available position is identified by the Administrative Council.	
2.	The Administrative Council discusses the position based on the criteria set forth in the Guidelines and Criteria for Recommending Administrative Positions document.	
3.	The Administrative Council identifies funding source(s) required for the position.	
4.	The members of the Administrative Council discuss the need for the position in consultation with departments which report to the position.	
5.	A justification is presented to the Planning and Budget Committee which includes input from Academic Senate and Classified Senate members.	
6.	Planning and Budget Committee makes a recommendation to College Council.	
7.	College Council makes a recommendation to the President.	