

Cañada College

Guidelines and Criteria for Recommending Permanent Classified Positions

Process

The process for recommending permanent classified positions is a collaborative one grounded in the shared governance process. The process starts with department managers, faculty and staff who identify the need for a position. Division deans, working with individual programs and the division as a whole, bring together and set priorities for these requests. The prioritized requests are formally presented by the appropriate Dean, Vice President or President based on the current organizational reporting structure.

Recommendations for classified positions are presented by the appropriate Vice President or President to the Instruction/Student Services Council (ISSC) which consists of both Vice Presidents and all College Deans. This Council confers about the recommendations and prioritizes the positions.

These recommendations then go to the Budget and Planning Committee. This Committee is comprised of the College Council Chair, Academic Senate President, Classified Senate President, Associated Students representative, and Vice Presidents of Student Services and Instruction, with the Budget Officer and College President as *ex officio* members. The Committee makes overall recommendations to the College President. The final decisions lie with the President.

The President's final hiring decisions are shared with the College Council and communicated to the divisions.