

**CAÑADA COLLEGE  
OFFICE OF INSTRUCTION**

**Guidelines and Criteria for Recommending Administrative Positions**

**PROCESS**

The process for recommending fulltime administrative positions is a collaborative one grounded in the shared governance process. The process starts with a need identified by one or more members of the Administrative Council. The President, the Vice Presidents, and the Deans will collectively discuss the position needed based on criteria listed below. In addition, they will identify the funding source(s) required to support the position. If the identified position is a position that currently exists and the funding is available, then the Administrative Council will discuss the need for the position and will consult with departments reporting to that position to ensure concurrence regarding the ongoing need.

Upon agreement from the Administrative Council, a justification based on the listed criteria and a plan for funding the position will be developed by the appropriate manager who will supervise the recommended position. A request, including the justification, will be forwarded to the Planning and Budget Committee. Input will be solicited from both Academic Senate and from Classified Senate regarding the proposed position. The Planning and Budget Committee will make a recommendation to the College Council. The College Council will make a recommendation to the President. The final decision lies with the President.

The President's final hiring decision is shared with the College Council and communicated to the College faculty and staff.

**CRITERIA**

Each position forwarded needs to have a succinct and comprehensive written justification and a fiscal analysis identifying the funding source and term of the funding source if the position is to be grant funded. Because criteria described below may not fit all positions equally, proposers should feel free to describe any special issues or constraints not included in the list below.

**A. The relationship of the position to the College's mission and goals**

- How does the position contribute to the College's needs and to the college's overall direction?
- What unmet or ongoing needs (department, student, community, University Center initiative etc.) will this position address?
- How will this position assist the College in improving the quality of programs?
- How will the position enhance the retention and/or recruitment of students to the department and/or to the College?

**B. Historical quantitative data to support the request**

- The Division/Program's FTES, FTE, and load (WSCH/FTE)
- Number of fulltime employees in the area of responsibility
- Number of part-time employees in the area of responsibility
- Ratio of fulltime to part-time FTE

**C. Other programmatic need**

- Need for specialized knowledge or training
- Over reliance on short-term or hourly personnel
- Program development needs
- Program maintenance needs

**D. Grant Funded Positions**

- Timelines for grant
- Expected renewal possibilities
- State or federal regulations
- Contingent Liabilities