

## **Classified Staff Hiring Priorities Process**

A diverse, talented and dedicated classified staff enhance the effectiveness of the college in meeting its mission, and maintain the integrity and quality of the programs and services. As with faculty positions, the number of classified positions to be hired are initially recommended in the budget model scenarios. Related planning processes, such as program review, Administrative Leadership Unit Review (ALUR), the Educational Master Plan and the enrollment trends, may also impact the numbers of classified staff needed.

The ALURs are developed in consultation with the faculty and staff at the department and division level; and in developing the classified position priority list, resources identified through the Comprehensive Program Review Process should be included. Based on the unit plans and Program Review findings, classified staff positions are identified and prioritized at the division level. The appropriate Vice President will compile and prioritize all division lists. Once the budget committee recommends a balanced budget with position scenarios including the number of classified positions to be hired, Cabinet considers the position requests submitted by the respective administrative units.

The President consults with the Cabinet and considers the recommendations, identifies classified positions approved for hiring, and communicates the results to the College Governance Council. The President may automatically approve the replacement of existing positions that are vacated due to separation or retirement. However, for newly created positions, if the need arises to hire a staff position at a time during the year that is out of synchronicity with the budget

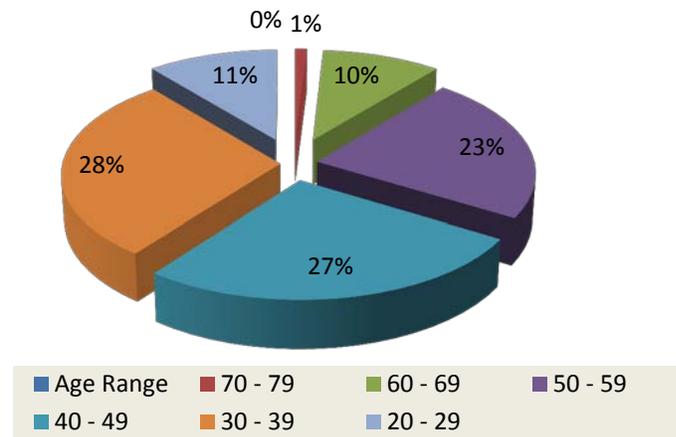
and planning process, managers are encouraged to use temporary staffing solutions until the position goes through the planning and budget process or is otherwise allocated and approved.

To meet accreditation standards, the college “must maintain a sufficient number of staff...with appropriate preparation and experience to provide ...services necessary to support the institution’s mission and purposes.”<sup>2</sup>

As of fall 2012, Skyline College currently has 101 permanent classified staff members and fifty-eight short-term hourly employees. One third of the classified staff is over the age of fifty, with about a quarter

of the staff likely to retire within ten years (age 55 or older). As the Administrative Leadership Unit Reviews are completed, administrators are required to consider the staffing trend of the recent four years and the upcoming three years. This data is considered in the position allocation process.

**Classified Staff**



### **Administrators Hiring Priorities Process**

This human resource plan is intended to support the college in meeting the accreditation standard that “the institution maintains a sufficient number of ...administrators with appropriate preparation and experience to provide the administrative services necessary to support the institution’s mission and purposes.”<sup>3</sup> The administration of the college is composed of

<sup>2</sup> ACCJC (August 2012) Guide to Evaluating Institutions, p. 38. (Standard III.A.2).

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