



## NEW CLASSIFIED STAFF POSITION REQUEST DUE JAN. 26, 2018

---

Date: December 15, 2017

To: Skyline College Managers

From: Eloisa M. Briones, Vice President, Administrative Services

RE: Classified Staff Position Request for FY 2018-2019

### Request for Proposals

The Hiring Priorities Process for New Classified Positions provides an opportunity to request new permanent administrative and classified staff positions that would be funded by the general unrestricted fund (Fund 1). You may request full or part-time positions through this process. This process is not intended to address requests for student assistants or short-term hourly employee positions, nor is it intended to address replacements for vacated positions.

Funding for any new classified positions will depend on the following:

- the college's Fund 1 site allocation, and
- the Strategic Priorities and Allocation of Resources Committee's (SPARC) recommendation to fund new classified positions.

### Process

The process for new classified positions was adopted through the college governance process in Spring 2005. Attached is a copy of the Classified Hiring Priorities Process for New Classified Positions as well as the New Classified Staff Position Request Form. Please complete the Request Form and submit this to your division administrator who will review and approve before submission to the appropriate Vice President **on or before Friday, Jan. 26, 2018**. Please submit an additional copy to Judy Hutchinson, College Business Officer.

### Prioritizing Requests

The new classified position(s) requested should be included in the division's Administrative Leadership Unit Review (ALUR). Please work with your division faculty and staff to prepare the staffing request. If you submit a request for more than one position, please prioritize them in the space on the Request Form marked "Division Priority Level".

### Conclusion

This note is a reminder to engage the faculty and staff in your division in a discussion of staff hiring priorities such that you can submit the completed request form. Submission of the Request Form and priority designation does not guarantee that the college will be able to hire new classified staff positions; it will only ensure our preparedness should we gain that opportunity. Thank you.

Attachment: New Classified Staff Position Request Form  
Classified Hiring Priorities Process for New Classified Positions

Cc: President  
College Governance Council  
Strategic Planning & Allocation of Resources Committee (SPARC)



**NEW CLASSIFIED STAFF POSITION  
REQUEST FORM (DUE TO VP JAN. 26, 2018)**

---

Date of Request \_\_\_\_\_ Division \_\_\_\_\_ Division Priority Level \_\_\_\_\_

Department/Program to which staff requested will be allocated: \_\_\_\_\_

Please complete the following as concisely as possible.

**I. STAFFING HISTORY**

- A. Total Full-time staff currently in the Department \_\_\_\_\_
- B. Total Full-time FTE in the Department (include full and part-time positions)

\_\_\_\_\_

**II. CRITERIA**

- A. Please provide a brief justification for the position request. Please outline key responsibilities of this position.
- B. How will the college and department be affected if the position **is not** approved?
- C. Which of the following factors did the department give high priority to in reaching the decision to request a full-time faculty position? Please elaborate as to why these factors were considered. (Respond only to factors that are relevant to your request).
- Recommendations from Administrative Leadership Unit Review
  
  - Recommendations from Program Review (list Program Review date)
  
  - Recommendations from accreditation (institutional and programmatic).
  
  - The Mission, Vision, Values and Goals of the District, college, division, or department.

- Demographics, community needs, job training needs, emerging trends, other colleges offering similar programs, etc.
- Availability and expertise of staff presently in the department.
- Anticipated retirements in the Department.
- Recommendations of department's Advisory Board.
- Impact on Student Learning Outcomes
- Impact on institutional effectiveness/student access and success

D. How many students are directly served by the department?

E. What other pertinent factors not addressed above should be considered in this request? (i.e. positions required by certification, licensing or other external factors ; impact on instructional support or student service)

F. Based on the above information, please summarize the most important reasons why the department feels this position should be approved.

### **III. ESTIMATED POSITION BUDGET**

A. What percentage of an FTE are you requesting? \_\_\_\_100% \_\_\_\_48% \_\_\_\_other

B. What is the estimated budget for this position? Please identify the grade and step considered in developing the budget for the position. Add work schedule information.

**Skyline College  
Classified Hiring Priorities Process  
For New Classified Positions**

**Goal:** To provide college faculty, staff and students an opportunity to inform the decision making process on the prioritization of new classified staff positions that will be funded by the general unrestricted fund (Fund 1).

**Related Processes:**

- College Governance Council (CGC)
  - Strategic Planning & Allocation of Resources Committee (SPARC)
  - Educational Master Plan (EMP)
  - Annual Administrative Leadership Unit Reviews (ALURs)
- Program Review (PR)

**Process for New Classified Positions**

- Step One: Staffing requests are developed by faculty and staff at the department and division level using unit plans and program review findings. (EMP) (PR) Similarly, administrative leadership unit reviews, program reviews, and other data as appropriate may be used to justify unforeseen staffing requests that will have significant or programmatic impact on the division needs.*
- Step Two: Based on the foregoing, classified staff positions are identified and prioritized at the division level.*
- Step Three: The appropriate vice president will compile and prioritize all division lists and submit them to the VP Administrative Services for Executive Council review & prioritization.*
- Step Four: Funding for new staffing positions is determined in the SPARC recommendation of a balanced budget with faculty and staffing scenarios. (SPARC)*
- Step Five: The President, in consultation with Executive Council, will consider recommendations, identify classified positions approved for hiring and communicate results to the College Governance Council. (CGC)*

**Process Participants**

<p><u>Strategic Planning &amp; Allocation of Resources Committee</u></p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Staff</li> <li>• Students</li> </ul>	<p><u>College Governance Council</u></p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Staff</li> <li>• Students</li> </ul>	<p><u>Annual Admin Leadership Unit Reviews (ALURs)</u></p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Staff</li> </ul>	<p><u>Program Review</u></p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Staff (in some programs)</li> </ul>
---	---	---	--

**Governance Process for the approval of the Classified Hiring Priorities Process**

Disposition	Date	Status
Management Council	TBD	
College Governance Council	TBD	
Executive Council	TBD	

