

## ITEM 3

### Guiding Principles & Procedures for Determining Administrator Positions

#### BACKGROUND

As of June 2023, there are 19 administrative positions at the college. Vacancies arise because of resignations or retirements and are generally retained with the associated budget.

Unlike faculty requests, requests and procedures for administrative positions do not need to occur on a set timeline.

#### PRINCIPLES

The following criteria will be used to fill vacant positions or to create new ones.

1. **Program Mandates:** A mandate by an outside entity (e.g., an accreditation agency or state regulations) dictates the need for an administrative position.
2. **Funding:** A clearly identified funding source exists for the position.
3. **Workload:** Program duties and responsibilities justify the need for a position.
4. **Reorganization:** Structural changes justify the need for new administrative oversight for optimal unit operations.
5. **Function & Service:** Provides a function that is essential to student success and the effective operation of the unit. The duty or responsibility is vital to the college mission.

#### PROCEDURES

1. The college president or a vice president should submit requests for administrator positions to president's cabinet.
2. The administrator submitting the request should obtain input from students and other stakeholders interfacing with an existing position or potentially interfacing with a new position. In both instances, the input should be used to review and update the job description.
3. The college president decides whether to approve the request based on discussion at the cabinet meeting.
4. If approved, the hiring committee is chaired by a member of the president's cabinet or the supervising administrator. The committee membership may include the following: two deans, three faculty members appointed by academic senate, one faculty member appointed by Faculty Association, two classified staff members appointed by classified senate, and an EO representative appointed by HR.
5. To the extent possible, hiring should be completed during the academic year.