

ITEM 2

Guiding Principles & Procedures for Determining Contract Classified Staff Positions

BACKGROUND

As of June 2023, there are 125 classified staff 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 classified 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 a classified staff position.
2. **Program Review:** The most recent program review corroborates the need for a classified position.
3. **Program Viability:** A full-time position is necessary for the viability of a program.
4. **Workload:** Program duties and responsibilities justify the need for a position.
5. **Content Expertise:** A new hire would fill a gap in content expertise, increasing student retention, enrollment growth, and overall quality of a program.
6. **Program Expansion:** The expansion of instructional or student services programs creates a need for a new position.
7. **Student Engagement:** Provides direct or indirect support for various student activities.
8. **Function & Service:** Contributes a unique non-transferable function that is essential to student success and effective operation of the associated unit. The duty or responsibility is vital to college or division function.
9. **Funding:** A clearly identified funding source exists for the position.

PROCEDURES

1. Supervisors submit requests for classified positions to the appropriate vice president (Instruction, Student Services, or Business Services).
2. Supervisors 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 vice president forwards the request to the president's cabinet for consideration.
4. The college president decides whether to approve the request based on discussion at the cabinet meeting.
5. If approved, the hiring committee is chaired by the position's supervisor and includes one or more classified staff members appointed by the classified senate. The hiring committee chair may ask faculty to serve on the committee. An EO representative will be appointed by HR.