

Cañada College

Guidelines and Criteria for Recommending Permanent Classified Positions

Process

The process for recommending permanent classified positions is a collaborative one grounded in the shared governance process. The process starts with department managers, faculty and staff who identify the need for a position. Division deans, working with individual programs and the division as a whole, bring together and set priorities for these requests. The prioritized requests are formally presented by the appropriate Dean, Vice President or President based on the current organizational reporting structure. *Please note, externally funded positions which are required under program/grant eligibility requirements are exempt from this process. These positions will be presented to shared governance bodies as information items only.*

Recommendations for classified positions are presented by the appropriate Vice President or President to the Instruction/Student Services Council (ISSC) which consists of both Vice Presidents and all College Deans. This Council confers about the recommendations and prioritizes the positions. These recommendations then go to the Planning and Budget Committee. The Committee makes overall recommendations which are then presented to the College Council. The College Council reviews and recommends hiring to the College President. The final hiring decisions lie with the President.

The President's final hiring decisions are shared with the College Council and communicated to the divisions.

Cañada College Classified Hiring Steps

	Activity	Completed
1.	Division level: Request is made for position to Dean, VPI, VPSS or President based on organizational structure <ul style="list-style-type: none"> • Position description reviewed • Justification form prepared 	
2.	Position request presented to division for review, discussion and priorities	
3.	Dean, VPI, VPSS or President presents for discussion and approval by ISSC	
4.	Discussion at College Planning and Budget Committee by VPI, VPSS or President; recommendation to the President and College Council	
5.	College Council reviews and recommends position to President. Final hiring decisions lie with the President	
6.	If approved <ul style="list-style-type: none"> • Personnel Requisition Form (PRF) submitted to Human Resources according to District process. 	
7.	Job announcement(s) finalized and submitted by deans / hiring managers to VPI, VPSS or President based on organization structure.	
8.	Job announcement forwarded to District for advertising and recruitment	
Follow established District process for advertising and hiring classified positions until position filled		

