



Participatory Governance Manual

Overview

Compendium of Participatory Governance Bodies (PDF)

Decision-Making Process & Philosophy

College Planning

Documentation of Dialogue

Personnel Decisions

New Position Request & Decision Timeline (non-temporary)

Vacancy Replacement Positions

Externally Funded and Other Temporary Positions

New Program Development

Program Improvement and Viability

Grant Development Processes

Space Allocation

Evaluation of Governance

Other Decisions

Related Links

› [Learning Outcomes and Assessment](#)

› [Mission, Vision, Values](#)

› [Office of Planning, Research and Institutional Effectiveness](#)

› [Planning & Budgeting Council](#)

› [Program Review](#)

New position request and decision timeline (for new, non-temporary funding only)

Approved Dec. 5, 2012; revised Dec. 16, 2015, revised May 17, 2017; revised and updated by PBC May 4, 2022. Revised by PBC on October 18, 2023. Revision approved by PBC on November 1, 2023.

The table below provides an overview of the timeline and process. Detailed timelines are posted each semester on the PBC website.

Process/Steps	Deadline Dates
STEP 1. Submit Proposal	Late-October
Authors submit written proposals to dean/supervising administrator who forwards to VPI/VPSS. Proposals will be posted on PBC website. New Position Proposals are located on the Program Review and PBC websites.	
STEP 2. Submit Presentations	Early November
Authors submit PowerPoint slides to PBC Co-Chairs and Office of the President; presentations are posted on PBC website.	
STEP 3. Presentation & Discussion	Mid November
All-governance group meeting hosted by PBC: presentations and group discussion of strengths and weaknesses for the position proposals. All members of the college community are invited to participate in the discussion.	
STEP 4. Senate Analysis of Faculty Positions	Early December
Academic Senate reviews faculty positions proposals, prioritizes them and forwards their recommendations to PBC (information) and to the College President.	
Classified Senate reviews classified staff position proposals, prioritizes them and forwards their recommendations to PBC (information) and to the College President.	
STEP 5. College President Decision	December - January
College President announces decision on new positions after consultation with Cabinet. Announcement is college-wide.	
STEP 6. College President Seeks Board Approval	January
STEP 7. Screening Process Begins	Late January
Academic Senate and CSEA appoint members to screening committees.	
STEP 8. President Approves Additional Positions	Until commencement of next Program Review cycle
As new funding becomes available, College President selects positions for approval. President's decision is announced college-wide.	
STEP 9. Evaluate Program Review and Personnel and Non-Personnel Resource Request Process	April
Evaluate the program review, personnel and non-personnel request processes as part of the College's annual evaluation of participatory governance processes (overseen by PBC).	

Considerations for new classified/administrative staff include:

1. specific needs and duties of the position
2. alignment with the mission and strategic goals of the college
3. impact on the department or division
4. explanation of how the work will be accomplished if the position is not filled

Considerations for new faculty positions include:

1. alignment with the mission and strategic goals of the college
2. contribution to accomplishing program-level strategic action plans
3. contribution to program vitality and viability
4. evidence of student demand/enrollment/workload

New Position Proposal forms are located on the [PBC website](#).

Student Resources

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