



## 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
<b>STEP 1. Submit Proposal</b>  Authors submit written proposals to dean/supervising administrator who forwards to VPI/VPSS. Proposals will posted on PBC website. New Position Proposals are located on the Program Review and PBC websites.	Late-October
<b>STEP 2. Submit Presentations</b>  Authors submit PowerPoint slides to PBC Co-Chairs and Office of the President; presentations are posted on PBC website.	Early November
<b>STEP 3. Presentation &amp; Discussion</b>  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.	Mid November
<b>STEP 4. Senate Analysis of Faculty Positions</b>  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.	Early December
<b>STEP 5. College President Decision</b>  College President announces decision on new positions after consultation with Cabinet. Announcement is college-wide.	December - January
<b>STEP 6. College President Seeks Board Approval</b>	January
<b>STEP 7. Screening Process Begins</b>  Academic Senate and CSEA appoint members to screening committees.	Late January
<b>STEP 8. President Approves Additional Positions</b>  As new funding becomes available, College President selects positions for approval. President's decision is announced college-wide.	Until commencement of next Program Review cycle
<b>STEP 9. Evaluate Program Review and Personnel and Non-Personnel Resource Request Process</b>  Evaluate the program review, personnel and non-personnel request requests processes as part of the College's annual evaluation of participatory governance processes (overseen by PBC).	April

### 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

- Academic Calendar
- Canvas
- Catalog / Schedule
- Financial Aid Eligibility
- Library / Bookstore
- Student Email
- WebSchedule / WebSmart

Security

- Clery Act
- Emergency Information
- Privacy Policy
- Report Concerning Behavior (CARES Report)
- Sexual Harassment (Title IX)
- Website Accessibility

Campus Information

- Accreditation
- A-Z Site Index
- Campus Map
- Consumer Information
- Employee Directory
- Search
- Student Outcomes

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