Cañada College

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Planning & Budgeting Council

Overview

Personnel Request Process

Decision Timeline for Personnel Requests

Non-Personnel Resource Prioritization Process

Evaluation of Governance

Budget Development

Strategic Enrollment Management

Requests for Personnel

Cañada College's Participatory Governance Manual delineates the process for requesting, prioritizing, and approving position requests. All resource requests are made as part of the Program Review process and submitted in Nuventive along with all other data, narratives, and required forms. To request new positions - as distinct from replacement hires - programs must complete the appropriate position proposal form along with the resource request for the position in Nuventive.

Templates for the new classified position proposal form and the new faculty position proposal form can be found on the Program Review templates page.

The 2024-25 Program Review Timeline approved by the Instructional Planning Council and the Planning and Budgeting Council (PBC) in spring 2024, governs the due dates for the 2024-25 academic year cycle. The College President will announce personnel decisions as soon as possible, but no later than January.

As part of the process, programs requesting new positions must make a presentation to the Planning and Budgeting Council. This year, these presentations will be held in Room 13-333 and on Zoom on:

Schedule of Presentations Fall 2024

Wednesday, November 20, 2:10 - 4:00 p.m. (View Meeting Recording)

Thursday, November 21, 2:10 - 4:30 p.m. (View Meeting Recording)

PBC 2024 New Position Request Feedback form

President's Communication regarding Personnel Request Outcomes 2024-25

If you have submitted a request for a new position as part of the program review cycle this year, you will be contacted by the PBC Co-Chairs to schedule time for a 7-minute presentation during one of the above windows. Requested position presentations and related materials will be posted here:

Position Requested	Position Classification	Presentation Materials
.48% Part-Time Library Support Specialist	Classified Staff	Part-Time Library Support Specialist
Part-Time Laboratory Technician, Physical Sciences	Classified Staff	Astronomy Support for Tech Position Engineering Support for Tech Position Chemistry Support for Tech Position
College Recruiter	Classified Staff	College Recruiter Presentation
Communications Manager	Classified Manager	Communications Manager
Equipment Manager, Kinesiology, Athletics and Dance	Classified Staff	Kinesiology, Athletics and Dance Presentation
Full-Time, Tenure-Track Business Instructor	Faculty	Business Faculty Presentation
Full-Time, Tenure-Track Chemistry Instructors (3 positions)	Faculty	Chemistry Faculty Presentation
Full-Time, Tenure-Track English Instructor	Faculty	English Faculty Presentation
Full-Time, Tenure-Track Medical Assisting Instructor	Faculty	Medical Assisting Faculty Presentation
Full-Time, Tenure-Track Academic Counselor, Umoja Program	Faculty	Umoja Presentation
Full-Time, Tenure-Track Counselor, Promise Scholars Program	Faculty	Promise Counselor Presentation
Instructional Aide II, Kinesiology, Athletics and Dance	Classified Staff	Kinesiology, Athletics and Dance Presentation
Program Services Coordinator, College for Working Adults	Classified Staff	CWA PSC Presentation
Program Services Coordinator, Umoja Program	Classified Staff	Umoja Presentation
Retention Specialist, Umoja Program	Classified Staff	Umoja Presentation

Information from past annual resource request cycles

- 2023-24 Cycle
- 2022-23 Cycle
- 2021-22 Cycle
- 2020-21 Cycle
- 2019-20 Cycle
- 2018-19 Cycle
- 2017-18 Cycle
- 2016-17 Cycle
- 2015-16 Cycles
- 2014-15 Cycles
- 2013-14 Cycles

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Clery Act

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