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Participatory Governance Manual

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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 and on October 1, 2025.

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 Authors submit written proposals via the annual resource request process (in a comprehensive program review or annual update submitted in Nuventive). Program supervisors review and provide feedback as part of the process. Proposals are then shared with the campus community on the PBC Request for Personnel website .	Late-October
STEP 2. Submit Presentations Authors submit PowerPoint slides to PBC Co-Chairs and Office of the President; presentations are posted on PBCs Request for Personnel website .	Early November
STEP 3. Presentation & Discussion 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
STEP 4. Senate Analysis of Faculty Positions 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
STEP 5. College President Decision College President announces decision on new positions after consultation with Cabinet. Announcement is college-wide.	December - January
STEP 6. College President Seeks Board Approval	January
STEP 7. Screening Process Begins Academic Senate and CSEA appoint members to screening committees.	Late January
STEP 8. President Approves Additional Positions 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
STEP 9. Evaluate Program Review and Personnel and Non-Personnel Resource Request Process 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
5. support for the College meeting the statutory goal of having 75% of credit instruction hours taught by full-time instructors

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

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