



## 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

## Decisions regarding vacancy/replacement positions

*Updated on April 17, 2024 per PBC discussions and CSEA approval. Revised by PBC to include unrepresented classified employees on October 1, 2025.*

The process described below is for Administrative, unrepresented Classified, and CSEA vacancy positions. For vacant faculty positions, see additional recommendations delineated in Academic Senate's [Faculty Vacancy Process](#).

- |        |                                                                                                                                                                                                                                                                                                                                                        |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | <ul style="list-style-type: none"> <li>Employee submits notification of retirement or resignation to Human Resources</li> </ul>                                                                                                                                                                                                                        |
| Step 2 | <ul style="list-style-type: none"> <li>Department/Division (managers and classified staff) reviews the need for the position and prepares responses to the Hiring Replacement questions listed below</li> </ul>                                                                                                                                        |
| Step 3 | <ul style="list-style-type: none"> <li>Cabinet reviews replacement requests and the responses to the questions below and makes recommendations to the President</li> <li>Action taken by the College President</li> <li>Human Resources notifies CSEA for classified positions within CSEA's purview, such as a lateral transfer or vacancy</li> </ul> |
| Step 4 | <ul style="list-style-type: none"> <li>If changes in staffing are recommended, PBC will be notified as an information item only</li> </ul>                                                                                                                                                                                                             |

### Questions to be Asked/Answered for Hiring Replacement of Non-Faculty Positions

1. Are there any special regulations such as law, Title 5, Education Code, Student Success Initiative or accreditation standards, etc. for the position?
2. Does the request support the goals of the Educational Master Plan or other strategic plans?
3. Do the data indicate a demonstrated program need?

### Related Links

- > [Learning Outcomes and Assessment](#)
- > [Mission, Vision, Values](#)
- > [Office of Planning, Research and Institutional Effectiveness](#)
- > [Planning & Budgeting Council](#)
- > [Program Review](#)

## Student Resources

[Academic Calendar](#)  
[Canvas](#)  
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[Student Email](#)  
[WebSchedule / WebSmart](#)

## Security

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[Report Concerning Behavior \(CARES Report\)](#)  
[Sexual Harassment \(Title IX\)](#)  
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