



## 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

## Personnel Decisions

*Revised by PBC on October 1, 2025*

The College uses Program Review as evidence for justifying new and replacement positions. Faculty, staff and administrators are able to use Program Review and other evidence to propose positions, however it is not mandatory that new positions be identified in program review in order to be considered within the following processes. Three distinct processes exist: (1) for new positions, (2) for vacancy replacements, and (3) for externally funded and other temporary positions. All three processes involve consultation with participatory governance bodies and culminate in recommendations to the President.

Each fall semester, the PBC creates a master list of all new, non-temporary, position proposals on their [Personnel Request Process](#) website. The Academic and Classified Senates prioritize the positions within their purview and then recommend those prioritized lists to the President by December of each year. PBC gathers feedback on the strengths and weaknesses of each position proposal and documents them on the Personnel Request Process website in order to inform the Senates' prioritization decisions as well as those of the President. The President consults this master list whenever funding becomes available for new positions.

- [Process for New \(non-temporary\) Positions](#)
- [Process for Vacancy Replacements](#)
- [Process for Externally-funded and other Temporary Positions](#)

### Related Links

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

## Student Resources

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**Cañada College**  
4200 Farm Hill Blvd.  
Redwood City, CA 94061