



Guidelines and Criteria for Recommending Permanent New Classified Positions

Because of contractual differences, Classified Staff hiring procedures have some fundamental differences from Faculty hiring procedures.

Current classified positions that become vacant do not fall under the following process unless the supervisor determines that the position is no longer critical to the mission, strategic goals and educational master plan of the college.

Externally funded positions which are required under program/grant eligibility requirements are exempted from this process. These positions will be presented to shared governance bodies as information items only.

Identification Process

The process for recommending permanent new Classified positions is a collaborative one grounded in the shared governance process and starts with Division Deans, Department and/or Program managers, and departmental faculty or staff who identify the need for a new position. Each position forwarded needs to have a written justification, succinct and comprehensive, using the Classified Hiring/Position Justification Form.

College Budget Committee

Using current fiscal information, the Budget Committee informs and makes overall recommendations on the number of positions that can be hired to the College Planning Council. Identification process will go forward even if no budget for hiring is expected to be available.

IPC-SSPC

Early in the fall semester the IPC and SSPC together will develop the criteria to be used in prioritizing the positions.

Division/Department

The first prioritization takes place at the Division/Department level, then the identified recommended prioritized positions are forwarded to a joint meeting of the Instructional Planning Council and the Student Services Planning Council.

Instructional Planning Council and Student Services Planning Council

Recommendations for Classified positions are presented by the appropriate Dean, Program Manager or Vice President at the joint meeting of the Instructional Planning Council and the Student Services Planning Council for review. **If a special meeting of these two councils needs to be held for the timing of putting the requested positions forward, one will be scheduled.**

The result of this joint meeting will be a prioritized list of fully justified requests, accompanied by the rationale behind the prioritization and how it aligns with the college's mission and strategic goals. The top ranking positions are then forwarded to the College Planning Council.

Classified Senate

All requested Classified positions will be presented at the appropriate Classified Senate Meeting as information only.

College Planning Council

The fully justified requests and prioritized list of new Classified positions will be presented to the College Planning Council. College Planning Council reviews the prioritized list and makes a recommendation to the President. College Planning Council members represent all members of the Cañada community and are obliged to report all activities to their respective constituencies.

The President

All hiring decisions lie with the President. The President's final hiring decisions are shared with the College Planning Council. If the President's decision varies from the recommended positions, he/she will formally present to the College Planning Council the rationale behind his or her final decision.

- Addresses identified gaps in student support as evidenced by CWA student feedback. Our retention specialist works with students one-on-one to provide additional support in all areas of work, school, and home life.
- Work with PRIE and District IT staff to assign a Banner attribute for CWA students or identify another method of improving the accuracy of CWA student effectiveness, persistence and completion data. Prior to having a short-term temporary retention specialist, CWA had to compute retention and completion stats manually. Our retention specialist would be in charge in making sure all warehouse data was complete and accurate.
- Addresses need to support student populations with gaps in retention and success as evidenced by recent data analysis. Our current part-time retention specialist attempts support students when counselor is not available. Our full-time counselor must meet with our 250 students at least once per semester to update their education plan and is responsible for registering each student for classes. This leaves little or no time for other student support functions. Our retention specialist must fill these gaps to support and retain our students.

3. Explain how adding this position will strengthen the department or division.

- As detailed in our Program Review 2018-19 and our 2019-20 update, increasing our office hours to 37.5 per week would address identified gaps in student support as evidenced by CWA student feedback received. This increase in office hours for our CWA program would only be possible if our retention specialist was full time.

Student retention and completion would be strengthened greatly with a full-time retention specialist.

4. Explain how this work will be accomplished if the position is not filled.

As detailed in our Program Review Update for 2019-20, all of the following tasks would be discontinued or severely cut back if we are not able to increase our Retention Specialist hours to 100%.

- Increase open office hours for CWA office and increase counseling services: CWA office open on at least one Friday per month and provide counseling services at least one Saturday per month
- Addresses identified gaps in student support as evidenced by CWA student feedback received.
- NEEDS – In order to provide much needed student advising and/or counseling support, on Friday and selected Saturday mornings, we will need to increase our retention specialist to at least 80% time.
- Work with PRIE and District IT staff to assign a Banner attribute for CWA students or identify another method of improving the accuracy of CWA student effectiveness, persistence and completion data.
- NEEDS - Our retention specialist is responsible for ongoing confirmation and accuracy of data warehouse information. Continued monitoring of data and reporting would be discontinued.
- Conduct CWA surveys and/or focus groups to gather information about student needs
- NEEDS – In order to complete these surveys and focus groups, we will need additional support from our retention specialist. At 48% time, our retention specialist will not be able to complete this new objective.

- Create a more defined action plan for early intervention
- COMPETED - In January 2019, our retention specialist, Sophia Vu, completed the development of our new CWA Progress Reporting System. This process has been extremely helpful to our students and instructors.
- NEEDS - This progress reporting process will not continue without the additional hours requested for our Retention Specialist.

5. Additional Information

In the spring of 2018, the College for Working Adults lost their Faculty Advisor. Many of the responsibilities handled by our Faculty Advisor were shifted to our CWA counselor and our Project Director. It wasn't until September of 2018 that we were able to hire a short-term temporary retention specialist (48%) to assist us with managing the day-to-day operations required to keep the program going without reducing important services to our students. That need still exists, and with the continued growth of the program, we feel we need a full time retention specialist to support our counselor, our project director, and most importantly our students.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date