



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.



New Classified Hiring/Position Justification

Hiring Division/Department: Counseling/International **Position Title:** Program Services Coordinator

Classification

Position type: Permanent X Full Time X # of months 12
Part Time _____ % of Full Time _____ # of months _____

Position: General Funds X
Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade 27 Step 1-5 Annual Salary \$58,092-70,596

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

With Supervision from the International Program Manager, the Program Services Coordinator position will be fully responsible for processing international student admissions, in addition to providing international student services including but not limited to maintaining international student records in SEVIS, working with and referring students to other student services offices on campus, implementing orientation and workshops, and recruiting prospective international students from partner language schools in the Bay Area.

Since Spring 2014, each Fall and Spring international student enrollment has increased by over 40% and 20% respectively, with the current total enrollment at 134. During the same period of time, international student applications have also increased by nearly 90%.

This projected increase will continue, since we have also applied to admit international students for our certificate programs as well. In addition, we anticipate in Spring 2017, a significant increase in applications because the new Silicon Valley Intensive English Program offered by SMCCD Community Education, will be graduating their first cohort of international students. This means that during the Fall 2016 semester, we will be receiving a significant number of applications that will need to be processed. In addition, the SMCCD International Education Team is currently looking at implementing a new online application platform to streamline data management between the application and BANNER.

Having a full-time Program Services Coordinator in place, will help in ensuring a smooth transition process.

Furthermore, SMCCD has also allowed International Program Managers to participate in recruiting of international students overseas. The absence of a full-time staff will be detrimental to maintaining the level of services to international students.

2. Explain how this position aligns with and supports the mission and strategic goals of the college. Hiring a full-time Program Services Coordinator within the International Student Center aligns with the College mission that “ensures that students from diverse backgrounds have the opportunity to achieve their educational goals...and understand and appreciate different points of view within a diverse community.”

In order to maintain our level of personalized services to international students as well as keep up with the increased enrollment, an additional full-time Program Services Coordinator will be instrumental in not only providing student-centered and personalized services to both current and prospective international students but they will play a critical role in increasing our international student population that would “create a diverse and culturally enriched community of global citizens,” one of the College’s strategic goals.

3. Explain how adding this position will strengthen the department or division. The College has a responsibility to track the enrollment of all international students to make sure that they “maintain a full course of study” and are making “normal academic progress” towards completion. With increased international student enrollment, this monitoring still requires a high level of detail as well as assisting students on probation to ensure that they are on track to making normal progress and complete.

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

Currently, the International Student Center is staffed by 1 full-time Program Manager, 1 part-time Program Services Coordinator (20 hours total), and 4 Student Ambassadors (20 hours total).

If a full-time Program Services Coordinator is not filled, the International Student Center will continue to hire a part-time Program Services Coordinator or explore options to hire an unpaid intern. However, an intern will not be able to fulfil most of the duties of the Program Services Coordinator, particularly in regards to our responsibility to comply with immigration regulations.

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