Unit Plan: Full-Time Faculty/ Adjunct Staffing Request(s) [Acct. Category 1000]

Unit: ASPIRE-Student Support Services
Division or Area to Which You Report: Student Services/ Special Programs
Author(s) of this Unit Plan: Tammeil Gilkerson
Date: 3/11/08

Audience: Faculty Prioritization Committee and Administration
Purpose: Providing explanation and justification for new and replacement positions for full-time faculty and adjuncts
Instructions: Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request, including enrollment management data (EM Summary by Term) for the most recent three years, student success data (EM Success report), and any other pertinent information. For EM data, go to http://help/EMC/ (from on campus—college intranet). If you have not worked with EM data previously, seek assistance from your division dean or CEMC rep.

A key part of the TRIO Student Support Services (ASPIRE) grant requires colleges to provide in-kind and matching services to support meeting programmatic goals. As part of the approved grant, the college agreed to “donate” an “Assigned Program Counselor” to “evaluate diagnostic assessments. Develop & monitor SEP’s. Provide academic, career & personal advisement.” The commitment was for 12-15 hours per week.

Currently that match is at 6 hours per week and is often sporadic. The goals and objectives from the grant are ambitious, but also attainable. However, to maintain progress and to exceed these goals the program needs to have a dedicated counselor to help provide the individual case management and support for the students.
Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit:
Division or Area to Which You Report:
Author(s) of this Unit Plan:
Date:

Audience: Administrative Staff
Purpose: Providing explanation and justification for new and replacement positions for full-time and part-time regular (permanent) classified positions
Instructions: Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request. If this position is categorically funded, include and designate the funding source of new categorically-funded position where continuation is contingent upon available funding.

Criteria For Classified Staffing Priorities (not necessarily in Priority Order as developed by the Admin Staff)

1) Impact on enrollment and revenue;
2) Safety;
3) Mandates;
4) Workload distribution (impact on other’s work);
5) Relationship to institutional priorities.