

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

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**Unit:** Computer Application Systems

**Division or Area to Which You Report:** Applied Technology and Business

**Author(s) of this Unit Plan:** Wayne Phillips

**Date:** March, 2008

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***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.*

Current full-time staffing is three instructors. No changes are proposed.

## Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

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Unit: Computer Application Systems

Division or Area to Which You Report: Applied Business and Technology

Author(s) of this Unit Plan: Wayne Phillips

Date: March, 2008

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***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.***

CAS has no full-time classified staff support. Student aids/tutors assist approximately 40 hours a week in several classes and provide valuable support on an individual student basis. This has a very positive impact on student success. Although funded through PATH and not from the CAS budget, should the current funding arrangement no longer be possible, CAS would request funds to continue this activity.

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.