07-09 Unit Plan: Full-Time Faculty/ Adjunct Staffing Request(s) [Acct. Category 1000]

Unit: General Psychology-Counseling
Division or Area to Which You Report: Psychology-Counseling
Author(s) of this Unit Plan: Carey Harbin
Date: 3-5-08

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.

2009-2010 Staffing Requests

To maintain the staffing levels effective this date, 3/5/08, during the 2009-1010 academic year, it is anticipated the Gen. PSCN Division will need to replace from 1 to 3 full-time certificated faculty positions due to future retirements. The 1 to 3 full-time certificated faculty would be needed to maintain the instructional program at its current level of productivity but a large portion (approximately 75%) of the hours of these replacement faculty would be assigned to Counseling D Hours, per contract standards. If there is a growth in the PSCN Human Services Degree or certificate programs beyond the current level, there will possibly be a need for further staffing requests, at that time.
07-09 Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit: General Psychology-Counseling
Division or Area to Which You Report: Psychology-Counseling
Author(s) of this Unit Plan: Carey Harbin
Date: 3-5-08

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.

2009-2010 Staffing Requests

If there are vacancies created among the existing professional classified staff as of this date, we would need to replace them to maintain our current level of instructional support and services. The need for additional professional classified staffing will also increase if there are additional outreach, retention, or matriculation programs which are developed and mandated by the Student Services Administration at Chabot College. Student outreach, retention, and matriculation are currently strong efforts and/or mandates by the college.

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.