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

Unit: Computer Science
Division or Area to Which You Report: Math and Sciences
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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.

Provided that the Computer Lab (Room 3906) is adequately staffed and specialized software is to be installed in alternative labs (i.e. the library and the WRAC center), then no additional permanent classified staff are requested at this time. We are also assuming that the alternative labs will be available for students to complete their assignments during off hours of the Computer Lab.

However, we do want several on-call Instructional Assistants to be available where a substitute is needed to keep the Computer Lab open during normal business hours.

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.