

## **Classified Prioritization Process (2009-10)**

This document outlines the process for prioritizing **new, augmented and replacement** Classified Professional positions to be hired out of general funds. It does not include Classified Professional positions funded out of categorical funding.

### **Development of Requests**

1. Requests for new, augmented and replacement classified positions are submitted annually in the Spring in program review and unit planning documents.
2. Justifications for positions are documented in the unit plan and listed on a spreadsheet of all requests which also indicates whether the position is a new, replacement or augmented position.
3. Justifications should include rationale for requesting the position. Rationale should include specific reference to, where necessary and appropriate:
  - Impact on enrollment and revenue
  - Safety
  - Mandates
  - Workload distribution (impact on other's work)
  - Relationship to institutional priorities
  - Data from student learning and service area outcomes

### **Process for Review of Proposed New and Replacement/Augmented Positions**

**Time period: Semiannually (October and June)**

**Proposed October 28 IPBC review for SERP positions**

1. Faculty and Classified Professionals request classified professional positions to Deans/Area Managers in their unit plans who review the requests. In consultation with faculty and Classified Professionals in their area, Deans/Area Managers will develop a list of priority positions.
2. The VP's in consultation with Deans/Area Managers will review these lists and their accompanying unit plan justifications to further prioritize. The VP's will send the final prioritized list to IPBC and Classified Senate. The VP's will also provide unit plan justifications that support the final prioritization list.

### **Process for Discussion and Ranking of Proposed New Positions**

3. At an IPBC meeting, the Budget Committee will provide a report to IPBC, the VP's and the President as to the amount of funds available for hiring additional classified professionals. Representation from Classified Senate, the Classified Union, the VP's, and the President will be required at this meeting. Classified Senators will also be invited to this meeting but will not have a vote.

4. IPBC members, who include representatives from the Classified Senate and Classified Union, will review the final prioritized list and their accompanying unit plan justifications in relation to Strategic Plan goals, strategies, and objectives and budget implications. Input from Classified Senators will be taken at this point but standing IPBC members will have voting authority for making recommendations.
5. The VP's, the Classified Senate President, and the President will review the prioritized list, taking into account unit plan justifications, recommendations from IPBC and available budget to provide final recommendations to the President.
6. The College President makes the final decision(s) for new Classified Professionals positions. Final decisions will be published with rationale for the rankings and a list of positions not authorized.

### **Provisions for Emergency Vacancies**

Due to the sudden vacancy of positions due to retirement, unforeseen circumstances, etc. that fall out of the regular planning cycle, managers will fill replacement classified positions, as needed. When possible, substitute classified professionals would be contracted to fill the position until a replacement is hired.

Deans/Area Managers who choose not to replace a position immediately do not lose their right to replace the position in the future.