



**Administrative Position Request - Prioritization Rubric**  
**2019-2020**

For general fund Administrator Position Requests, please use the rubric to prioritize each request. Add the numbers in each category and record the total in the 'Rubric' column on the Administrative Position Request Spreadsheet.

CATEGORY	4 Exemplary	3 Satisfactory	2 Developing	1 Undeveloped
	<i>Request was thorough and exceeded requested information.</i>	<i>Request consisted of requested information.</i>	<i>Request consisted of many but not all of the requested information.</i>	<i>Request did not include all of the requested information.</i>
Alignment with Strategic Plan Goal*	Clearly articulated alignment with Strategic Plan Goal. Included one or more examples of how position addresses the Strategic Plan Goal.	Clearly articulated alignment with Strategic Plan Goal.	Somewhat clear alignment with Strategic Plan Goal.	No clear alignment with Strategic Plan Goal.
Assists in maintaining/meeting ACCJC Eligibility Requirements and/or Standards	Position assists with three or more ACCJC Eligibility Requirements and/or Standards.	Position assists with two ACCJC Eligibility Requirements and/or Standards.	Position assists with one ACCJC Eligibility Requirements and/or Standards.	Position does not assist with any ACCJC Eligibility Requirements and/or Standards.
Impact on Enrollment	Clearly articulated impact on enrollment. Provided one or more examples on how enrollment would be increased.	Clearly articulated impact on enrollment.	Somewhat clear impact on enrollment.	No clear impact on enrollment.
Data associated with request	Associated data was included with request and addressed 3 or more variables (ex. Student success, student demand, degree/certificate attainment, Pell Grant eligibility, etc...). Position was previously requested.	Associated data was included with request and addressed more than one variable (ex. Student success, student demand, degree/certificate attainment, Pell Grant eligibility, etc...).	Associated data was included with request and addressed 1 variable (ex. Student success, student demand, degree/certificate attainment, Pell Grant eligibility, etc...).	Associated data was not included with request.

**\*Strategic Plan Goal:** "Increase the number of students that achieve their educational goal within a reasonable time by clarifying pathways and providing more information and support; ensure equitable outcomes among student groups."