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

Unit:
Division or Area to Which You Report:
Author(s) of this Unit Plan:
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.

Referencing Section 2 Goals/Objectives ; Goal # 7: Fully Develop the Anthropology Lab:

The Anthropology 1 Lab involves the handling a display of myriad materials, including full-size human and non-human primate skeletons, fossil casts, articulated vertebrate skeletons (other than primates), among other things. These materials are often heavy, costly, and stored in locked areas. Currently the Lab instructor must take considerable time to arrange these specimens at lab stations for students to examine, to transport them and to put them away. There are both potential safety and workload distribution issues involved here.

We are requesting part-time classified staff assistance for our Anthropology 1 Lab class set-up, removal and storage tasks.

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.