This document outlines a one year process for prioritizing new, augmented and replacement Classified Professional positions to be hired. This process does not include Classified Supervisory/Confidential positions.

Timeline: Annually

**October/November**
- Classified Professional position requests are collected through the Program Review Process.

**December**
- PRBC provides *Program Review Synthesis Statement* to Classified Prioritization Committee/Classified Senate.

**January**
- Master list of all Classified Professional position requests is generated.
- Requests are reviewed and prioritized by Classified Senate.

**February**
- Master list containing Classified Senate’s prioritization and feedback/recommendations is provided to the College President.
- Requests are reviewed and prioritized by management (i.e., College President, Vice Presidents, and Managers).

**March**
- Master list (now containing Classified Senate and management’s prioritization and feedback/recommendations) is provided to Classified Senate.
- Classified Senate reviews the list and provides feedback/recommendations and/or endorsement to the College President.

**April**
- Classified Senate President and Classified Prioritization Committee meet with the College President and Vice Presidents to further discuss the prioritized list.
- College President presents resulting prioritized list along with Classified Senate recommendations to College Council.
- College Council votes to approve/disapprove a final recommendation to the College President.
- College President presents a final list, with a rationalization for any adjustments made, and distributes college-wide.

**May**
- Requests for job advertisement begin.

**Development of Requests**

1. Requests for new, augmented and replacement classified positions are submitted annually in the Program Review process. Requests are developed in consultation with current staff in the area.

2. Justifications for positions are documented in the Program Review process.

3. Justifications should include rationale for requesting the position. Rationale should include specific reference to, where necessary and appropriate:
   - Job Title. Is this a new position?
   - Justification for position, including any relevant data and/or legal mandates
   - Funding source (e.g., grant or general funded)

*This one year process is to be reviewed each year before the annual cycle begins, until a formal process has been adopted through the work of the Classified Prioritization Subcommittee.*
Classified Prioritization
One Year Process*

- Is the work currently being done by other employees?
- To whom would this person report?
- What is the consequence of not filling this position?
- How will the campus community (students, staff, faculty and community) be positively impacted by filling this position?

Provisions for Mid-Cycle Vacancies

For a vacant position that occurs outside of the regular planning cycle, the vacant position will be reviewed. Managers may fill replacement classified positions immediately with the ability to update the position, if needed. If the vacancy is not filled immediately, the position would be inserted into the existing prioritized list where appropriate.

Temporary classified professionals may be contracted to fill the position until a permanent 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.

Classified Prioritization Subcommittee 2015-2016:

- Noell Adams, Classified Senate President
- Katrin Field, Classified Senate Vice President
- Heather Hernandez, Academic Services Representative
- Karen Metcalf, SEIU Site Vice President / Students Services Senator
- Catherine Powell, Academic Services Senator
- Rachael Tupper-Eoff, Academic Services Senator
- Gordon Watt, Administrative Services Senator

History of Process:

- Approved by College Council – November 24, 2014
- Revisions approved by Classified Senate – September 18, 2015

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