

# Chabot College

## Classified Prioritization Process

[www.chabotcollege.edu/governance/classified-senate/prioritization.php](http://www.chabotcollege.edu/governance/classified-senate/prioritization.php)

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

### Classified Prioritization Committee

The Classified Prioritization Committee, a subcommittee of the Classified Senate, is responsible for overseeing and assessing the Classified Prioritization Process. The committee is chaired by the Classified Senate President, and its membership includes: one to two (1-2) Classified Senate Senators or Representatives from each of the three sectors (Academic, Administrative, and Student Services); the SEIU Site VP or designee; one (1) appointee from the Academic Senate; and one (1) Dean or Director appointed by the College President.

### Prioritization Process Timeline

- October – November
  - Requests for new, augmented, and replacement Classified Professional positions are submitted via Program & Area Review.
- December
  - Planning & Resource Allocation Committee (PRAC) provides *Synthesis Statement* to Classified Prioritization Committee/Classified Senate.
- January
  - Master list of all new, augmented, and replacement Classified Professional position requests is generated.
- February – March
  - Requests are reviewed and prioritized by Classified Senate.
  - Master list containing Classified Senate’s prioritization and recommendation is provided to the College President.
  - Requests are reviewed and prioritized by College Administration (i.e., College President, Vice Presidents, and Administrators).
- March – April
  - Master list (now containing Classified Senate and Administration’s prioritization and feedback/recommendations) is provided to Classified Prioritization Committee/Classified Senate.
  - Classified Senate reviews the list and provides feedback/recommendation to the College President.
- April
  - Classified Prioritization Committee meets with the College President and Vice Presidents to further discuss the prioritized list.
  - College President presents resulting prioritized list along with Classified Senate’s recommendation to PRAC as an information item and collects any feedback/recommendation.
- May – June
  - College President presents a final list, with a rationalization for any adjustments made, and distributes to President’s Council and college-wide.
  - Requests for job advertisement begin.

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## **Classified Prioritization Process**

(continued)

### **Development of Position Requests**

1. Requests for new, augmented and replacement Classified Professional positions are submitted annually in the Program & Area Review process. Requests are developed in consultation with current staff in the area.
2. Justifications for positions are documented in the Program & Area Review process. Justifications should include specific reference to, where necessary and appropriate:
  - Job title
  - Is this a new, augmented, or replacement position?
  - Relevant data and/or legal mandates
  - Funding source (e.g., grant or general funded)
  - Is the work currently being done by other employees?
  - To whom would this position report?
  - What educational programs or institutional purposes does the position support?
  - How does the position relate specifically to college plans (e.g., Strategic Plan, Education Master Plan, Facilities Master Plan, Technology Plan, other) and/or Accreditation Recommendations?
  - How will the campus community (students, staff, faculty and community) be positively impacted by filling this position?
  - What is the consequence of not 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. Deans/Area Managers may fill replacement Classified Professional 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.

### **History of Process**

- Approved by College Council – November 24, 2014
- Revisions approved by Classified Senate – September 18, 2015
- Revisions approved by Classified Senate – February 22, 2019