

## Chabot College

### Administrative Prioritization Process

New general fund administrative hires will be prioritized through the process and timeline below. Criteria to consider in the rationale may include alignment with the college's strategic plan, accreditation standards, data related to college needs, increasing enrollment, simplifying and streamlining processes, and workload balance.

This process does not include categorical or grant-funded administrative positions.

<b>Responsible Party</b>	<b>Process for Initiating Requests</b>	<b>Tentative Timeline</b>
Faculty and Staff	Faculty and staff may submit requests to hire administrators through Program Review.  Area administrators may include these requests in their summaries of their area(s).	October/November
Deans and Area Administrators	Area administrators complete Administrative Program Reviews for their areas that may include requests for administrators.	October/November
Vice Presidents and President	VP's complete Program Review for their areas that may include requests for administrators and submit through program review.	October/November
<b>Responsible Party</b>	<b>College Review and Recommendation Process</b>	<b>Tentative Timeline</b>
Program and Area Review Committee	PAR reads and synthesizes Program Reviews then drafts statements to inform prioritization.	December
All College Administrators, Classified & Academic Senate Presidents, 1 FA & 1 SEIU Rep	Discuss and prioritize all requests for new administrators while reviewing current hierarchical reporting structures.	February/March
President and Vice Presidents	Reviews recommendations.  Considers available funding within the context of college hiring and other priorities.	April/May
<b>Responsible Party</b>	<b>Presidential Review and Final Decision</b>	<b>Tentative Timeline</b>
President	Conducts own review of college-wide needs and makes a final determination.  Presents findings, final prioritization and reasoning.	April/May
<b>Responsible Party</b>	<b>Evaluation of Process</b>	<b>Tentative Timeline</b>
All College Administrators, Classified & Academic Senate Presidents, 1 FA & 1 SEIU Rep	Evaluate the process.	Fall

Approved by President: January 29, 2019

Approved by PRAC: May 16, 2018

Updated: 3/28/2017, 3/21/2018