

Columbia College

Classified Position Request Form

Initiator: Date:

Phone No. E-mail address:

Title of Classified Position Requested:

Division / Department: Is this a new position? Yes No

Number of Months: Is this an existing position to be expanded? Yes No

Hours per week: Was this position cut back or eliminated in past? Yes No

Percent Employment: When is the position needed? Future Now

(75-100% = 30-40 hours per week; 50-74% = 20-29 hours per week)

Salary (if known): (Information may be available through Human Resources)

Determination of Need:

Attach a written narrative explaining the need for the position and why it is critical to the college. The narrative may include information in the following categories:

- College goals and objectives
- Changing/updating technological needs
- Increased FTES and FTEF
- Expansion and/or remodeling of college facilities
- Support for Student Learning Outcomes
- Staff ability to complete assigned workload
- Staff working beyond assigned hours or scope of duties
- How position affects performance of other staff
- Reference Unit Plans and/or Program Reviews
- Changing job functions
- Position previously grant funded
- Number of students served by proposed position
- Reinstating positions eliminated due to budget cuts
- State, federal and other regulatory mandates
- Health and Safety issues
- Use of temporary hourly employees, including students
- How services or learning opportunities will be improved
- How needs of students & institution will be met

Submit this Classified Position Request Form along with the Determination of Need Narrative and any supporting documentation to the Chair of the Hiring Prioritization Committee.

Requests will be considered for prioritization during the academic year in which they are submitted.