For Recommending Classified Positions at Columbia College

Classified Senate Hiring Prioritization Philosophy Statement

The Classified Senate of Columbia, as the participatory governance body representing classified staff, will conduct a yearly Classified Hiring Prioritization Process. The process is open to all employees of the college, but the final ranking (prioritization) of the Position Requests received each year, will remain with the Classified Senate. The list of recommended hiring priorities will be submitted to the College President, Vice Presidents and Deans in accordance with Columbia College’s Integrated Planning Process and Cycle of Evaluation (See Note appended).

The following procedures have been developed by the Classified Senate Executive Board to give the Classified Senate and the College Community a yearly means of advocating for Classified positions at all locations served by Columbia College.

I. At the August meeting of the Classified Senate, the Senate President will convene a Classified Hiring Prioritization Committee (hereinafter referred to as the Committee).

1. The Committee will consist of at least one Classified Senate Executive Board Member and three members from the Classified Staff (Executive Board Members are not excluded from these three positions).
2. Every effort will be made to have one classified member from each of the following divisions – Instruction, Student Services and College & Administrative Services.
3. The Committee Members will appoint the Chairperson.
4. The Committee will meet as needed, until the Final Hiring Prioritization List is submitted to the College President, Vice Presidents and Dean by January 2nd.
5. The Committee will meet again in January to evaluate the Hiring Prioritization Process, Forms and Rating Sheets and report its conclusions to the Executive Board in February, at which time the Committee will have completed its responsibilities.
6. Timeline of the Classified Hiring Prioritization Committee–
7. The Committee will be formed in August at the Classified Senate meeting.
8. Early in September the Committee will meet to appoint a Chairperson and draft a letter to the College community soliciting “Position Requests.”
   1. Within one week after the Committee meeting, the Committee Chairperson will e-mail the Committee’s letter to all College employees.
   2. The letter will include:
9. instructions on how to access the Position Request Form, which is available on the Classified Senate Website at [Classified Staff Hiring Proposal Forms](http://www.gocolumbia.edu/classified_senate/positionrequest.pdf).
10. directions that only one position should be included on each Position Request Form and that Position Requests will only be considered during the academic year in which they are submitted;
11. a one month deadline (no exceptions) by which all Position Request Forms must be submitted electronically to the Committee Chairperson;
12. a statement that the Committee will base their recommendations solely on the Position Request Forms (no additional charts or graphs) and the input from the Classified Senate; and
13. a declaration that while Position Requests are being solicited from all interested college employees, the prioritized list will reflect the choice of the Classified Staff via the Classified Senate.
14. Immediately after the submission deadline, the Committee Chairperson will e-mail all Position Request Forms received to Classified Senate Members for their review, consideration and input for a two-week period.
15. Immediately after the two-week period, the Committee will meet, as soon as possible, to review the Position Request Forms and any comments submitted by Classified Senate Members.
16. The Committee Chairperson, at the direction of the Committee Members, may contact the Initiator of a Position Request Form to ask for clarification of specific details, such as a typographical or mathematical error. While a clarifying question may result in a minor change to the Position Request Form, the Committee may not suggest or ask that the Position Request Form be substantially altered, such as changing the job classification.
17. Each Committee Member will rank the Position Request Forms using the Position Request Ranking Sheet. The results will be tallied on a Master Ranking Sheet.
18. The Committee Chairperson will prepare a Classified Hiring Prioritization Recommendation List based on the Master Ranking Sheet. This list will include the key information from the Position Request Forms:

* the Classified Position Requested;
* the Supervising Division/Department for the Position;
* the optimal number of hours/week and months/year requested along with any specific months that apply to the Position;
* the summary included in Part 2A of the Position Request Form.

1. The Committee, or designated members, will present its Prioritization List to the Classified Senate at the December meeting and be prepared to answer questions about the Hiring Prioritization Process and the Position Request Forms. The Classified Senate Members present at the meeting will have the opportunity to vote to accept the list as presented or re-arrange the priorities.
2. Immediately after the December Classified Senate meeting, the Committee Chairperson will finalize the Prioritization List and submit it to the College President, the Vice Presidents and Deans by January 2nd. If requested, copies of the Position Request Forms may also be provided. The list can then be announced campus-wide.
3. After submitting the Final Prioritization List, the Committee will meet again in January to evaluate the Classified Hiring Prioritization Process, Position Request Forms and Rating Sheets in accordance with the College’s Annual Integrated Planning Process and Cycle of Evaluation (See Note appended).
4. The Committee will address the following items:
   1. Were the forms easy for Requestors to access and submit?
   2. Were there any problems with the timeline?
   3. Did the Requestors express any problems with or have any unusual questions regarding the Position Request Form?
   4. Did the Committee have any problems with or concerns about the Ranking Sheet(s)?
   5. Does the Committee have any suggestions to improve the Position Request Form, Hiring Priorities Process or the Ranking Sheets?
   6. Does the Committee have any suggestions to improve the evaluation process?
   7. Other comments, etc. not covered by the above questions
5. The Committee, or designated members, will report its conclusions to the Classified Senate Executive Board at the February Executive Board meeting and answer any follow up questions the Executive Board may have regarding the evaluation.
6. The Executive Board will, by consensus, determine what, if any, of the proposed changes will be made to the Hiring Prioritization documents.
7. The documents will be updated no later than March to reflect the changes.

**\*Note: Per the College’s Integrated Planning Process and Cycle of Evaluation – Resource Allocation:**

“Resource Allocation: The resource allocation process starts in late fall, after Program Reviews are updated or the comprehensive Program Review is completed, and continues into the spring semester for all areas. The identified resource needs in Program Review are prioritized. The Dean or Administrator creates a prioritized list of the needs to submit to the Vice Presidents.

The lists are reviewed by the Vice Presidents and brought forward to the Administrative Council meeting in February for consideration.

At the Administrative Council meeting in February, the lists of resource needs are reviewed and discussed. In March, the Administrative Council will finalize the approved items for funding, based on available resources, and make recommendations to the President for approval.

The President approves the items deemed appropriate to fund and presents the list to College Council for review at the April meeting. After consultation with College Council, the list of approved items for funding is included in the college budget.”