**Classified Hiring Position Request Form for 2016-17**

Classified Senate Mission Statement:

The Columbia College Classified Senate is a body of dedicated professionals who support the college's mission of promoting student success through its active role in the participatory governance process.

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 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 Supervising Deans in accordance with Columbia College's Integrated Planning Process and Cycle of Evaluation.

Initiator(s): Phone Number

Job Classification Requested

Supervising Division/Department

**(Since all staffing decisions are made by administration based on inclusion in each Program/Service Area Review, the initiator is advised to discuss the inclusion of this proposed position with the Supervising Manager, Dean or Vice President.)**

**Part 1—** Preliminary information

Check each that applies:

\_\_ The Supervising Manager, Dean or Vice President is aware of this Position Request.

\_\_ This position is included in the Supervising Division/Department's Program/Service Area Review.

Check which type of Position is requested:

\_\_ This is a current position that needs to be expanded.

\_\_ This is a new Position.

For OPTIMAL support to the Division/Department, this position requires:

 Total Hours per week Total Months per year Specific Months

**Part 2—** Give a brief and concise introductory statement (only a few sentences) regarding the need for the Requested Position.

Example: Financial Aid Technician

Having a position focused on serving a majority of students who need financial assistance would help the department accomplish more specialty tasks for incoming students and increase enrollment. This position will be able to utilize online social media and also help with outreach to students with the new BOG regulations that are going into effect Fall 2016.

Introductory Statement:

**Part 3—**Using supporting data, describe how the requested position relates to and supports the College Mission, and its Division/ Department/ Service Area.

1. College Mission--

Located in the Sierra Nevada foothills of Central California, Columbia College offers students of diverse backgrounds opportunities for discovery and success. Through a supportive and engaging learning environment, students can master foundational skills, explore their passions, attain degrees and certificates, and pursue career and transfer pathways. We collaborate with our surrounding communities to cultivate intellectual, cultural and economic vitality. Columbia College inspires students to become inquisitive, creative and thoughtful life-long learners.

Describe how the requested position:

* Contributes to opportunities for student discovery and success
* Contributes to a supportive and engaging learning environment
* Helps students meet educational goals (skills, passions, degrees/certificates, career/transfer)
* Collaborates with community
* Inspires life-long learning

 Begin statements here:

1. Division/Department/Service Area—

Describe how the requested position:

* Links to program review / service area goals
* Addresses challenges/ external influences/ changes over time
* Impacts service area operations

Begin statements here:

Keep in mind the following scoring information will be used to rank each category:

|  |  |  |  |
| --- | --- | --- | --- |
| Highest level -- 5 points | Mid-level -- 3 points | Minimum Level -- 1 point | No points |
| * Need is highly substantiated;
* Position is required by specialized licensing, health & safety, accreditation, &/or legal requirements & well documented;
* Position directly & significantly impacts access, success, goals, SLOs, etc. & is indispensable--absence directly limits operations.
 | * Need is substantiated;
* Position is necessary to fulfill specialized licensing, health & safety, accreditation &/or legal requirements;
* Position somewhat impacts access, success, goals, programs, SLOs, operations, etc.
 | * Need is minimally substantiated;
* Position supports licensing, health & safety, accreditation, &/or legal requirements;
* Position minimally impacts access, success, goals, programs, SLOs, operations.
 | Not addressed or not applicable. |