

Proposed HIRING PRIORITIZATION PROCESS – Draft FALL 2015

The hiring prioritization process is the mechanism for identifying and prioritizing the hiring of new employees. The process is used to review requests for new positions and/or to filled vacated positions. Using the procedures outlined below the requests for new positions are ranked in order of hiring priority. This process is done each year. There is no holdover of ranked positions from any previous year.

New Positions:

1. Each spring, the Planning and Program Review (PPR) committee prepares a list of prioritized objectives along with requisite resources. A prioritized list of new personnel is prepared based on input provided from departments and divisions during the planning processes.
2. For new faculty positions the prioritized list of new faculty hires is forwarded by the PPR to the chairs committee who will review and either endorse or recommend an alternative ranking including an explanation for the reorder.
3. The prioritized list of personnel from PPR and the recommendations for new faculty hires from the chairs committee is forwarded to Instructional Management team who will review and either endorse or recommend an alternative ranking including an explanation for the reorder.
4. The prioritized list of personnel from PPR and the recommendations for new faculty hires from the chairs committee and the recommendation from the Instructional Management Team is forwarded to Crafton Council for review, input and a final recommendation.
5. The Crafton Council develops a single final prioritized list and will also highlight which positions should be filled based on Faculty Obligation Number (FON), 75/25 ratio and the campus budget allocation.
6. The prioritized list from Crafton Council along with the prioritized lists from PPR, Chairs and Instructional Management is forwarded to the President's Cabinet for review and final approval.
7. Once approved by the President's Cabinet the finalized list will be forwarded to the campus and hiring processes can begin based on available funding.

Procedures for Replacement Positions:

In the event of a vacancy in a non-faculty position, the funding for that position remains in the department's or program's budget and the department/program may file paperwork to immediately replace that position. However, if the remaining full-time staff, dean, VP and Classified Senate President mutually agree that there is either not enough workload and/or there is greater need for filling another position within the area, paperwork will be filed to fill the other position.

In the event of a vacancy in a faculty position, the funding for that position remains in the department's or program's budget and the department/program may file paperwork to immediately replace that position. However, if the remaining full-time faculty, instructional dean, VPI and Academic Senate President mutually agree that there is either not enough load and/or that there is a greater need for filling another position within the area, paperwork will be filed to fill the other position. Every effort will be made to always have at least one full-time faculty member for each instructional discipline.