

1 **Proposed HIRING PRIORITIZATION PROCESS – Draft FALL 2015**

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

6 **New Positions:**

- 7 1. Each spring, the Planning and Program Review (PPR) committee prepares a list of prioritized
8 objectives along with requisite resources. A prioritized list of personnel is prepared based on
9 input provided from departments and divisions during the planning processes.
- 10 2. For new faculty positions the prioritized list of new faculty hires is forwarded by the PPR to the
11 chairs committee who will review and either endorse or recommend an alternative ranking
12 including an explanation for the reorder.
- 13 3. The prioritized list of personnel from PPR and the recommendations for new faculty hires from
14 the chairs committee is forwarded to Instructional Management team who will review and
15 either endorse or recommend an alternative ranking including an explanation for the reorder.
- 16 4. The prioritized list of personnel from PPR and the recommendations for new faculty hires from
17 the chairs committee and the recommendation from the Instructional Management Team is
18 forwarded to Crafton Council for review, input and a final recommendation.
- 19 5. The Crafton Council develops a single prioritized list and will also highlight which positions
20 should be filled based on FON and the campus budget allocation.
- 21 6. The prioritized list from Crafton Council is forwarded to the President’s Cabinet for review and
22 final approval.
- 23 7. Once approved by the President’s Cabinet the finalized list will be forwarded to the campus and
24 hiring processes can begin based on available funding.

25 **Procedures for Replacement Positions:**

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

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