

## **HIRING PRIORITIZATION PROCESS**

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 fill vacated positions. Using the procedures outlined in steps 1-6 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 full-time faculty is prepared based on input and data provided from departments and divisions during the planning processes.
2. The prioritized list of all 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 lists of new faculty hires are forwarded to the CHC President from both PPR and the chair's committee.
4. New non-faculty positions are included in the prioritized list of objective and resources forwarded by PPR to the CHC President
5. The College President seeks the advice of the President's Cabinet and the Crafton Council prior to final approval of all new hires.
6. Once approved by the President she/he will inform the campus community of the final institutional hiring priorities and the hiring processes can begin based on available funding.

### **Procedures for Replacement Positions:**

In the event of a vacancy in a full-time 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 there is either not enough load and/or that there is a greater need for filling another position within the area, the remaining full-time faculty, instructional dean, VPI and Academic Senate President will review and provide a recommendation to the President to fill the other position within the area. Every effort will be made to always have at least one full-time faculty member for each instructional discipline.