

## CLASSIFIED HIRING PRIORITIES "POSITION REQUEST FORM"

Initiator:

Date:

Phone:

E-Mail:

Title of Classified Position Requested:

Division/Dept.:

Is this position in a Unit Plan? Yes      No      If yes, please provide its location in the Unit Plan:

Please include the optimal number of hours/months for this position AND the minimum number of hours/months for this position:

Number of Hours/week (optimal):

Number of Hours/week (minimum):

Number of Months/year (optimal):

Number of Months/year (minimum):

If the requested position is less than 12 months, which months (specifically) should this position work to provide optimal coverage to the Division/Dept and provide maximum benefit to the students?

Percent Employment:

Please mark the boxes below that pertain to the requested position:

A new position

Current position that needs to be expanded

Position that was reduced in the past

Position that was eliminated in the past

Does this position already exist within the area it is being proposed?

(i.e. would this be an additional position of the same job description and/or classification in the same area?)

To which College Goals is the requested position tied? Please explain.

Please provide the Classified Senate Hiring Priorities Committee with **data** to support your request. The following categories should be addressed:

Students

Increased FTES and FTEF and number of students that will be served by the proposed position. How services or learning opportunities will be improved. How the needs of students and the institution will be met. How will this position support student learning outcomes?

Mandates

Is this position required to meet state, federal, and other regulatory mandates? Is this position required to meet health and safety issues?

Staffing Issues

How would this position affect the performance of other staff? Would this position directly affect any other current classified position? Please explain. Is this position needed to meet the needs of an expansion or remodel of college facilities? Are temporary hourly employees currently being used to meet the staffing needs?

Funding

What sources of funding, other than Fund 11, have been sought to fund this position? Has your Division/Dept. collaborated either within your Division/Dept. or with other Divisions/Depts. to combine mutual needs into one position so funding of the position can be shared? Please explain.

Charts/graphs/visual data to support the Position Request may be submitted with the Position Request Form.

Check here if submitting additional data (charts/graphs) with this Position Request: Yes      No