

The college uses Program Review as the basis for identifying ~~identifying~~ **justifying** new and replacement positions. Faculty, staff and administrators are able to **use Program Review and other evidence to propose positions**. ~~include requests for new or replacement positions and justify their request through the Program Review document and a formal position proposal.~~ Four ~~Three~~ distinct processes exist: for new positions, for **vacancy** replacements ~~positions~~, for externally funded positions, for **and other** temporary positions. All process involve consultation with participatory governance bodies and culminate in recommendations to the President.

Each year the PBC creates a master list of all new, non-temporary, positions. The strengths and weaknesses of each position are documented in order to inform prioritization decisions by the President. The President consults this master list whenever funding becomes available for new positions.

New positions for all non-temporary funding sources (Fund 1, Fund 3, Innovation, etc.)	Original Deadlines	New Deadline
STEP 1. Submit Proposals Authors submit written proposals to dean/supervising administrator who forwards to VPI/VPSS. Proposals will posted on PBC website. New Position Proposal forms are located at PBC website.	Mid-October Mid-February	Late October
STEP 2. Submit Presentations Authors submit PowerPoint slides to the VPSS/VPI office; presentations are posted on PBC website.	Mid-October Late-February	Early November
STEP 3. Presentation and Discussion All-governance group meeting: presentations and group discussion of strengths and weaknesses for the position proposals. All members of the college community are invited to participate in the discussion.	Late-October Early-March	Early November
STEP 4. Academic Senate Analysis of Faculty Positions Academic Senate reviews faculty positions and makes recommendation to College President.	Early-November Mid-March	Early to Mid November
STEP 5. Review/Approve Process Integrity PBC evaluates and votes on integrity of process, then recommends strength/weakness analysis to College President.	Mid-November Mid-March	Mid November

New positions for all non-temporary funding sources (Fund 1, Fund 3, Innovation, etc.)	Original Deadlines	New Deadline
STEP 6. College President Decision College President announces decision on new positions after consultation with Cabinet.	Late November Late March	End of semester
STEP 7. Screening Process Begins ASGC and CSEA appoint members to screening committees.	Early December Mid-April	Late January

	Temporary Fund 1 Positions	Categorical-funded positions Temporary positions and Grant-funded positions	Vacancy Replacements
Step 1	Position proposal, duration of assignment, and funding is reviewed by Cabinet.	Grant proposal to create a new position is reviewed by Cabinet, or Proposal for using categorical funding to create a new temporary position is reviewed by Cabinet	Notification of retirement or resignation, or Notification of a change in a vacant position
Step 2	A plan for position termination is prepared.— <i>(Note: If the position is to be institutionalized, the position must be proposed as a New Fund 1 Position and go through the corresponding prioritization process.)</i>	A plan is prepared for what to do with the position once funding is terminated. <i>(Note: If the position is to be institutionalized when the external funding is terminated, the position must be proposed as a New General Fund Position and go through the corresponding review and decision process.)</i>	Department/Division reviews the need for the position and prepares responses to the Hiring Replacement questions listed below.

	Temporary Fund 1 Positions	Categorical-funded positions Temporary positions and Grant-funded positions	Vacancy Replacements
Step 3	Classified Senate and Academic Senate Presidents review the proposal and provide recommendation.	Classified Senate and Academic Senate Presidents review the proposal and provide recommendation.	CSEA is notified for classified positions within CSEA's purview, such as a lateral transfer, or Academic Senate discusses faculty positions, including the strategic allocation of FT faculty
Step 4	Decision by the President	Decision by the President	Position and recommendation comes to the PBC for information/discussion
Step 5	PBC is notified as an information item	PBC is notified as an information item	Action taken by the President