

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2018-2019

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

CHECKLIST

- ___ All Sections of Form Complete
- ___ Job Description Attached
- ___ All Signatures Obtained

DEADLINES

- | | |
|-----------------|---------------------------------------|
| 10/10/18 | Request to Division Dean |
| 10/17/18 | Request Presented at Division Meeting |
| 10/26/18 | Request to Administrative Office |
| 11/01/18 | Requests Presented to RAC for Ranking |

→ **Note:** Non-Instructional Position Requests are required for **classified** and **administrative** positions only.

Purpose

Submission of the following request to the Resource Allocation Committee (RAC) is required for the following:

1. Requesting a new position;
2. Requesting increased hours for an existing position;
3. Informing the committee of the intent to hire a temporary grant-funded position.

Non-Instruction position requests are **not** required for:

1. Temporary positions supported by general funds;
2. Positions currently funded, but vacant for less than 24 months;
3. Approved positions, but with a failed search. Approval is extended for 12 months only.

Process

- Submit a thoughtful request to your Division Dean by the deadline stated below;
- RAC will prioritize submissions based on criteria outlined in the rubric below;
 - The committee may chose not to score incomplete requests.
- RAC will make hiring recommendations to the College President, who will make hiring decision thereafter.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
Program Need <i>(10 points)</i> [Section 1]	Clear and compelling evidence/data supporting a need for this position and/or suggesting strong impact on students or program(s).	Clear evidence/data supporting a need for this position and/or suggesting impact on students or program(s).	Limited evidence/ data supporting a need for this position and/or suggesting limited impact on students or program(s).
Ranking Scale	8-10	4-7	0-3
Student Learning & Success <i>(10 points)</i> [Section 2]	Clear and compelling evidence that this position will widely contribute to and/or support student learning and success in support of college accreditation standards.	Clear evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.	Limited evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.
Ranking Scale	8-10	4-7	0-3
Mission and Planning Priorities <i>(10 points)</i> [Section 3]	Clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities.	Clear evidence that this position supports the College Mission and/or Planning Priorities.	Limited evidence that this position supports the College Mission and/or Planning Priorities.
Ranking Scale	8-10	4-7	0-3
Program Outcomes, Initiatives and Plans <i>(10 points)</i> [Section 4]	Clear and compelling evidence that this position will support the program above and beyond current capability.	Clear evidence that this position will support the program above and beyond current capability.	Position provides little or no impact on the program above and beyond current capacity.
Ranking Scale	8-10	4-7	0-3
Safety <i>(3 points)</i> [Section 5]	This position will greatly enhance campus or program safety.	This position will enhance campus or program safety.	This position has negligible or no impact on campus or program safety.
Ranking Scale	3	1-2	0

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CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2018-2019

Internal Use

#: _____

Requester Name: _____ **Division Name:** _____

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Position Will Reside in Division/Unit:

Indicate To Whom this Would Report:

Indicate if this position or a similar position has been presented to RAC previously and in what years:

The position is:

☐ **New**

Number of Hours per Week: _____

Number of Months per Year: _____

☐ **Increase for an existing funded position**

From: ☐ 9 ☐ 10 ☐ 11 Months

To: ☐ 10 ☐ 11 ☐ 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

☐ **New Categorically funded position (information only; position not ranked)**

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

And/or provide additional information supporting a need for this position and resulting impact on students or program:

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position supports the College's mission and/or planning priorities:

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

- ☐ This need was described explicitly in a Program Review (Year_____).
- ☐ This need was implied in a Program Review (Year_____).
- ☐ This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost: \$ _____

Estimated Benefits Cost: \$ _____

Total Cost for Position: \$ _____

NOTE:

Full Time = 20-40 hours per week or 50% - 100%

Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs, requestor must contact the College Administrative Services Technician in the LPC Office of Administrative Services (ext. 1632).*

SECTION 7: REVIEWS

Signatures:

Requester

Date

Dean/Unit Administrator

Date

**College Administrative Services Technician
Office of Administrative Services**

Date

Vice President

Date