

**Classified Position Request Form**

**Note: Staffing Prioritization Task Force will consult your program review as part of the rating process. Please reference appropriate sections of your program review as needed in your responses.**

**This form will not save partially-completed responses. Please use the PDF version of this form to plan your responses and complete this electronic form when you are ready to submit your responses.**

Please enter the following:

Department

Position Title

Salary Range

Annual Salary at Step B\*

Hours/week and # of months

\*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

Provide the following information for the ***new position or the increase in FTE for an existing position*** that is being requested, or the request to fill a vacant, frozen or defunded position:

Position classification and number

Proposed FTE

Contract type

- 10-month
- 11-month
- 12-month
- Seasonal (specify):

What type of position is being requested?

- New general fund position
- Replacement for a funded position
- Replacement for an unfunded position
- Position currently funded by grant funds
- Increase in the FTE for the position

Please attach the description for the position classification (contact [GCCCD Human Resources](#) to obtain this).

Only PDF, DOC, DOCX files are supported.

No file chosen

What are the actual duties and responsibilities that are specific to this requested position?

*(100 words or less)*

\* Please address the following:

- How are the duties of the requested position currently being performed, if at all?
- How does the lack of this position impact the program or service area?
- What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

(200 words or less) **(Rubric Criteria 1)**

How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position?

**\*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.\*\***

(200 words or less) **(Rubric Criterion 2)**

How would this position's main duties specifically support the institution's strategic priorities?

- 1. Acceleration
- 2. Guided Student Pathways
- 3. Student Validation and Engagement
- 4. Organizational Health

*(200 words or less)* **(Rubric Criterion 3)**

How will the position impact the ability of the program or service area to innovate and meet changing needs?

*(150 words or less)* **(Rubric Criterion 3)**

\* Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Division Dean

**\*\*The Staffing Prioritization Task Force will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)\*\***

**Please click the "Done" button when you are ready to submit this form.**