The college uses Program Review as evidence ~~the basis~~ for ~~identifying~~ justifying new and replacement positions. Faculty, staff and administrators are able to use Program Review and other evidence to propose positions. however it is not mandatory that new positions be identified in program review in order to be considered within the following processes. ~~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: (1) for new positions, (2) for vacancy replacement~~s~~ ~~positions~~, and (3) for externally funded ~~positions, for~~ and other temporary positions. All three process involve consultation with participatory governance bodies and culminate in recommendations to the President.

Each ~~year~~ fall semester the PBC creates a master list of all new, non-temporary, position proposals. The list is not ranked or prioritized but 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

New positions for all non-temporary funding sources (Fund 1, Fund 3, Innovation, etc.)	Original Deadlines	New Deadline
STEP 5. Review/Approve Process Integrity PBC evaluates and votes on integrity of process, then recommends strength/ weakness analysis to College President. This master list of position proposals and analysis informs the President's decision.	~~Mid-November~~ ~~Mid-March~~	Mid November
STEP 6. College President Decision College President announces decision on new positions after consultation with Cabinet. Announcement is college-wide.	~~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
STEP 8. President Approves Additional Positions As new funding becomes available, college President reviews the master position proposal list and strength/weakness analysis and selects positions for approval. President's decision is announced college-wide.		Until commencement of next Fall proposal process.

	~~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

	Temporary Fund 1 Positions	~~Categorical-funded positions~~ Temporary positions and Grant-funded positions	Vacancy Replacements
Step 2	~~A plan for position termination is prepared.~~ ~~(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.)~~	A plan is prepared for what to do with the position once funding is terminated. (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.)	Department/Division reviews the need for the position and prepares responses to the Hiring Replacement questions listed below.
Step 3	~~Classified Senate and Academic Senate Presidents review the proposal and provide recommendation.~~	For temporary Fund 1, but not grant-funded, positions, ~~Classified Senate and Academic Senate Presidents~~ PBC co-chairs review the proposal and provide recommendation to the College President.	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 Cabinet reviews proposal and makes recommendation.
Step 4	~~Decision by the President~~	Decision by the President	Position and recommendation from Academic Senate and Cabinet comes to the PBC for ~~information/discussion~~ recommendation to the College President
Step 5	~~PBC is notified as an information item~~	PBC is notified as an information item	Action taken by the President

SSPC Feedback

1. How will the master list of proposed positions be prioritized if funding becomes available during the fiscal year to add additional positions?
   President returns to the master list of positions, that were proposed and analyzed in the fall, to select additional positions for approval. The list is not ranked or prioritized but the president refers to the analysis of strengths and weaknesses to inform his/her decision.

2. It was brought up during the meeting that an agreement needs to be made with CSEA about the permanence of previously hired grant or categorical funded classified positions. Is there a process for that?
   - Grant-funded positions are currently advertised as temporary for the duration of the grant. At that time, the position is no longer funded and the college is under no obligation to continue to employ the person in that position. However, the college may strive to find other positions within the organization to which the unfunded person may apply.
   - Prior to current practices, if a grant-funded position was not advertised as temporary, then when the grant expired, the position was eliminated but the person in that position continued to be an employee and must be treated in accordance with the contract.
   - With temporary faculty positions the situation is more complex and regulated by Education Code. If there is the possibility that the person hired into such a position may continue longer term, then it is advisable to follow the regular hiring procedures and use tenure-track evaluation procedures. Always consult with HR for advice on the specific instance.

3. For replacement positions do they go to PBC now instead of cabinet? What are the steps?
   Both Cabinet and PBC make recommendations to the President.

4. For vacancy positions how are classified senate and Academic senate notified?
   The managing administrator and/or HR notifies CSEA and/or Academic Senate.

5. What about detail positions, do they fall under the process for temporary/grant funded positions?
   Detail positions are not included in this process. A detail is a temporary reassignment from an existing position and has defined start and end dates.

IPC Feedback

1. Glossary of terms needed for Governance Manual. Suggested a link within the document of terms that may be confusing or used in alternate ways (i.e. Interim vs. detailed positions).
   Good suggestion

2. Positions are put in program review, but are the documents checked? Are they translating to positions being put forward? Should the language be in the PGM if this is not happening?
Program review does not require the inclusion of new position proposals; it is not mandatory that a new position proposal be accompanied by a program review with the position identified. However, it is always beneficial to use program review to identify staffing needs and the program review data, analysis and planning objectives should be considered when justifying a new position proposal.
3. What is the process for temporary/detailed positions? It isn't indicated in the manual.
Temporary positions are included with grant-funded positions. Detail positions are not included in the process.
4. What happens to the prioritized list created by PBC? what happens to the list once the president has made their selection? If new funding becomes available, will the president choose from the same prioritized list or does it go back to PBC for prioritization?
The master list of proposed positions and the strength/weakness analysis remains with the President. When new funding becomes available, s/he returns to this list and the analysis to make additional approvals. There is no need to go back to PBC except to inform the group of the decision.
5. Is there a plan to institutionalize grant or categorically funded positions that have been around a long time?
Grant- and categorically-funded positions must go through the new position process if they are to be permanent.

Other feedback:
1. Are vacant administrator positions filled differently than staff and faculty?
The vacancy process applies to administrator, faculty and staff positions.
2. What is the process for deciding to place an "interim" in a vacant position?
PBC is not involved with the decision to place an interim in a vacant position. However, if the vacancy is to be permanent filled, that decision must follow the approved vacancy process.

Classified Senate Feedback
1. Is it necessary to include the following step in the temporary position process: "Classified Senate & Academic Senate presidents review the proposal and provide recommendation"?
It is helpful to have multiple perspectives when committing college resources to any position, even temporary positions. When a fund 1 position is temporary, it reduces the number of permanent positions that can be filled. Faculty and staff ought to understand why a position is to be temporary rather than permanent.
2. What happens when the grant funding runs out? Does the district have to find placement for the employee, or are they terminated? What happens to their union dues, etc.
See answer to Q2 in SSPC feedback (above)