Classified Staffing Application and Rubric

1. Identify basic need. Include specifically how the Strategic Plan, Program Review, Annual Program Review Update, Accreditation or other external review processes support this position. Explain in detail.
2. How will this position contribute to the strategic plan areas of focus?
3. How will this position contribute to student success and/or other measures of institutional effectiveness at Grossmont? Please provide data that supports your position (such as number of students served, improvements or enhancements in quality of service and additional services provided).
4. Are there anticipated savings (reduction of student hourly or outsourced contracts) or additional revenue that could be generated by filling this position? Could this savings or additional revenue be applied to support the position you are requesting? Specify specific dollar amounts, including benefits, and identify the exact amount of additional funding if needed by the department.
5. This position is supported by (explain in detail):
   o Legal Mandates Program/Accreditation Regulations Health & Safety Priorities
   o Critical/Threshold of Educational & Support Services Essential Operations and Supervision
6. Describe the positive impact on other programs, departments and or quality of services if this position is filled.
7. What tasks, duties or services will not be provided if this position is not filled? How is work currently being done?
8. If this position is not funded, how will the work get done?

Support for position/Strategic Plan Areas of Focus-Outreach, Student Engagement, Retention & Institutional Capacity	4
Student Success/Institutional Effectiveness	4
Funding Support	1
Critical Hire Mandates	3
Positive Impact on other programs	2
Tasks/Jobs not provided/how work is being done	3

Faculty Staffing Application and Rubric

0. Mandated: Is this position mandated by a licensing body or an accreditation requirement which requires that specific numerical, health and safety or professional qualification standards be maintained in order for the program to continue? Describe in detail and please cite reference from licensing or accreditation manual (chapter, article, bylaws, etc.) Positions that are submitted as "mandated" will be vetted through the Faculty Staffing Committee. Those positions validated as "mandated" will be directed through the Emergency Hire Process.
1. Utilizing your departmental data in the provided Staffing Data Tables, please describe any meaningful trends that support your request for a faculty position. (Sub-specialty positions will be addressed in question #2.)

Staffing Data Tables (five prior semesters, change if +1, if +2)

- FT count
- PT count
- Total FTEF
- FT FTEF
- PT FTEF
- XPAY FTEF
- Permanent RT

- Temporary RT

Library Faculty Positions

- Unduplicated student headcount/FTEF

Counseling Faculty Positions

- SS Scorecard student counseling ratio

Department/Discipline Data

- Max enrollment
- Earned enrollment
- % fill
- Earned WSCH
- Total FTEF
- Earned WSCH/FTEF
- Retention

2. If you are requesting a sub-specialty position within the discipline, please provide the following information (otherwise, leave this question blank and go to question #3):
   o Describe in detail the reason the sub-specialty position is needed. Please include how the qualifications (e.g. degree or experience) differ from the minimum qualifications for the discipline.
   o The list of classes and number of sections that are taught within the sub- specialty each year or list the specialized duties within the service area.
   o Please list any data and/or information (e.g. WSCH/FTEF, WSCH to service ratio, PT WSCH, FT/PT ratios, reassigned time, etc.) related to the requested sub-specialty position. (See instructions for examples)
3. Part-time faculty: What are the limitations related to part-time faculty?   Possible considerations include lack of availability, high turnover and required training.
4. Replacement: We will consider the position a "replacement position" if it was vacated after July 1, 2013. Compelling need must be shown in other categories for consideration. Provide the name of the individual who departed and the date of the vacancy. Also, include the name of any new hires since July 1, 2013 and provide their start date.
5. College and program planning are essential to promoting student success. Explain how this position will support college and program plans. Consider the following: Strategic plan areas of outreach, engagement, retention, and institutional capacity; your comprehensive program review; your annual program review update; college-wide initiatives such as Student Success, Equity, Basic Skills, Strong Workforce, Guided Pathways, etc.
6. Additional Considerations: The committee realizes the rubric cannot capture all considerations. Is there any additional information not covered in the previous questions that you would like the committee to consider? Possible items to be considered under additional information are: program expansion, enrollment growth, a one-person department, waitlists, wait times or availability of services to address unmet need, community, and/or labor demand, uniqueness of program to geographic area, unfilled retirements prior to July 1, 2013, etc.

Question #	Criteria	Weight
1/2	Staffing Data Trends (from table)	12
3	PT Faculty consideration	4
4	Replacement (after July 1, 2013) Yes=1, No=0	3
5	Program & College Planning	9
6	Additional considerations	7