### Employee Hiring Process

<table>
<thead>
<tr>
<th>Identification</th>
<th>Prioritization</th>
<th>Confirmation</th>
<th>Hiring</th>
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<tr>
<td>Faculty Process</td>
<td>Output</td>
<td>Faculty Senate review and refine prioritized list</td>
<td>FABPAC Confirm funding available</td>
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<tr>
<td>Non-faculty New Position Process</td>
<td>Output</td>
<td>Prioritized list, presented to Faculty Senate</td>
<td>Prioritized list of positions</td>
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<tr>
<td>Non-faculty Existing Position Process</td>
<td>Output</td>
<td>Personel Request Form</td>
<td>Prioritized list, presented to PCR Committee</td>
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</tbody>
</table>

**Action**
- Deans identify positions with input from program review, their department, and 3 year plans.
- Deans discuss their positions with VP to produce initial priority list.
- Faculty Senate review and refine prioritized list.
- PCR Committee review prioritized list.
- FABPAC Confirm funding available.
- SPC Approve List.
- Inform Governing Board.
- HR initiate hiring process.

**Output**
- Hiring Criteria Submittals
- Prioritized list, presented to Faculty Senate
- Prioritized list of positions
- List of positions that can be budgeted
- Approved list of positions
- Communicate SGC
- Communicate all campus
- Applicants for positions

### Employee Hiring Process Details

- **Faculty Process**
  - Deans identify positions with input from program review, their department, and 3 year plans.
  - Deans discuss their positions with VP to produce initial priority list.
  - Faculty Senate review and refine prioritized list.
  - FABPAC Confirm funding available.
  - SPC Approve List.
  - Inform Governing Board.
  - HR initiate hiring process.

- **Non-faculty New Position Process**
  - Managers and VPs identify positions with input from their program review, area committee, and 3 year plans.
  - Discussion within ALG(sub) to produce initial priority list.
  - PCR Committee review prioritized list.
  - FABPAC Confirm funding available.
  - SPC Approve List.
  - Inform Governing Board.
  - HR initiate hiring process.

- **Non-faculty Existing Position Process**
  - Managers identify upcoming replacement positions.
  - Area Committee decide whether position replacement is essential.
  - Decision on position presented to PCR Committee.

- **Position Control Review Committee**
  - This committee is made up of representatives from Local 39, CSEA, HR and ALG. The role of this committee is to review the priorities and decisions presented from ALG(sub) and identify and prioritize problems or issues with union contracts.

- **Timing**
  - The new position process should happen once a year starting in March and complete before July. There will always be unforeseen circumstances that no amount of planning could have anticipated. In these exceptional cases, the new position process is still followed, but prioritization is evaluated in the context of the organization. The existing position process should happen as and when needed.

- **ALG(sub):** This committee is a sub committee of ALG, it is made up of representatives from Student Services (2), Academic Deans (2), Finance and Admin (2), SP Cabinet (1) and Student Government (1). The role of this committee is to help prioritize and provide feedback on staffing requests. The members of this committee should be non-partisan and knowledgeable of the strategic goals and objectives of the college.

- **Area Committees:** These committees are the normal committee overseeing a particular area. Student Services Council discusses student services positions, EVP and Deans discuss academic administration positions, VP Business and Admin discuss business and admin positions, SPC will discuss other positions that have a reporting line to the S/P.

- **Position Control Review Committee:** This committee is made up of representatives from Local 39, CSEA, HR and ALG. The role of this committee is to review the priorities and decisions presented from ALG(sub) and identify and prioritize problems or issues with union contracts.

- **Upgraded positions and reclassifications:** Upgraded and reclassified positions are not part of this process.