

Cuyamaca College
Classified Staff Hiring Priorities Rubric
2022-2023

~~Vacant, frozen, defunded, and new positions should also be identified and justified within a department or service area's program review.~~

Before preparing your request, please see [guidance created by CHPC](#)

-(INFORMATIONAL ITEM - NOT RATED) What is the total contract FTE and number of positions for your program or service area (including filled, vacant, frozen, and defunded positions)? Total FTE: _____ Number of Positions: _____ What is the percentage of <u>classified</u> positions filled (including substitutes and out of class assignments) in your dept. / service area for the current year? _____ What is the current average college wide fill rate? _____			
(INFORMATIONAL ITEM - NOT RATED) a. If increase in FTE, position classification and number b. Is this a new General Fund position, a replacement for a funded position, a replacement for an unfunded position, a position currently funded by Grant funds, and/or State-mandated (categorically funded or compliance based) position? c. What are the actual duties and responsibilities that are specific to this requested position? (200 words or less)			
	1 Point	3 Points	5 Points
1) <u>Impact on Service to Students and Critical Need</u> How are the duties of the requested position currently being performed, if at all? <u>If duties are being performed by a grant-funded position, when will the grant end?</u> How does the lack of this position impact the program or service area's <u>ability to serve students?</u> Is the position being requested in order to comply with state or federal mandates/requirements? Cite the specific mandate and/or requirement.	Lack of position has or will have minimal impact on <u>program / service area service to students</u>	Lack of position has or will have moderate impact on <u>program / service area service to students</u>	Lack of position has or will have significant impact on <u>program / service area service to students</u>
2) <u>Program or Service Area Potential for Growth</u> Demonstrated Increase in Demand for Services <i>Examples of Evidence:</i> New program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops Demonstrated Increase in Workload for the Program or Service Area Identified internal and external factors leading to increased workload demands on current staff (provided supporting evidence) <i>Examples of Evidence:</i> Total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided	Staffing need is minimal; <u>program / service area Demand or need for services</u> has grown minimally or not at all	Staffing need is present; <u>program / service area Demand or need for services</u> has grown such that functioning has been negatively affected	Staffing need is urgent; <u>program / service area Demand or need for services</u> has grown such that functioning is severely compromised

3) Support of <u>Strategic Plan Goals+Strategies</u> Demonstrated that the requested position will directly advance one (or more) of the College's goals* <u>-Increase Equitable Access</u> <u>-Eliminate Equity Gaps in Course Success</u> <u>-Increase Persistence and Eliminate Equity Gaps</u> <u>-Increase Completion and Eliminate Equity Gaps</u> <u>-Increase Hiring and Retention of Diverse Employees</u> <i>*Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position</i>	Lack of position would minimally impact the College's capacity to achieve its strategic goals <u>Position will have a minimal impact on college strategic goal(s)</u>	Lack of position would moderately impact the College's capacity to achieve its strategic goals <u>Position will have a moderate impact on college strategic goal(s)</u>	Lack of position would significantly impact the College's capacity to achieve its strategic goals <u>Position will have a significant impact on college strategic goal(s)</u>
4) Impact on the Student Experience <u>How will this position improve the student experience at Cuyamaca College?</u> <u>Consider how many more students the position would serve, who it would serve, how it will address college equity goals as well as overall access, retention, and success.</u> <u>How will we measure the impact of this position?</u>	<u>Position will have a minimal impact on the student experience</u>	<u>Position will have a moderate impact on the student experience</u>	<u>Position will have a significant impact on the student experience</u>

Approved by the Classified Hiring Priorities Committee on [date] - [updated 10/3/2022]