

# CLASSIFIED HIRING PRIORITIZATION PROCESS

For Recommending Classified Positions at Columbia College

## Classified Senate Hiring Prioritization Philosophy Statement

The Classified Senate of Columbia, as the participatory governance body representing classified staff, will conduct a yearly Classified Hiring Prioritization Process. The process is open to all employees of the college, but the final ranking (prioritization) of the Position Requests received each year, will remain with the Classified Senate. The list of recommended hiring priorities will be submitted to the College President, Vice Presidents and Deans in accordance with Columbia College's Integrated Planning and Cyclic Review Plan.

The following procedures have been developed by the Classified Senate Executive Board to give the Classified Senate and the College Community a yearly means of advocating for Classified positions at all locations served by Columbia College.

- I. At the August meeting of the Classified Senate, the Senate President will convene a Classified Hiring Prioritization Committee.
  - A. The Committee will consist of at least one Classified Senate Executive Board Member and three members from the Classified Staff (Executive Board Members are not excluded from these three positions).
  - B. Every effort will be made to have one classified member from each of the following divisions – Instruction, Student Services and College & Administrative Services.
  - C. The Committee Members or Classified Senate will designate the Chairperson at the August meeting.
  - D. The Committee will meet as needed, until the Final Hiring Prioritization List is submitted to the College President, Vice Presidents and Dean by January 2<sup>nd</sup>.
  - E. The Committee will meet again in January to evaluate the Hiring Prioritization Process, Forms and Rating Sheets and report its conclusions to the Executive Board in February, at which time the Committee will have completed its responsibilities.
  
- II. Timeline of the Classified Hiring Prioritization Committee–
  - A. The Committee will be formed in **August** at the Classified Senate meeting and a chairperson appointed by the committee members or CS President.
  - B. **Early in September** the Committee will meet by the coordination of the chair and draft a letter to the College community soliciting “Position Requests.”
    1. **Within one week** after the Committee meeting, the Committee Chairperson will e-mail the Committee’s letter to all College employees.
    2. The letter will include:
      - a. directions that only one position should be included on each Position Request Form and that Position Requests will only be considered during the academic year in which they are submitted;
      - b. a **one-month deadline** (no exceptions) by which all Position Request Forms must be submitted electronically to the Committee Chairperson; the chairperson shall send a reminder e-mail to all College employees 2 weeks before the deadline.

## CLASSIFIED HIRING PRIORITIZATION PROCESS

- c. a statement that the Committee will base their recommendations solely on the Position Request Forms (no additional charts or graphs after the submission deadline) and the input from the Classified Senate; and
  - d. a declaration that while Position Requests are being solicited from all interested college employees, the prioritized list will reflect the choice of the Classified Staff via the Classified Senate.
- C. **Immediately after the submission deadline**, the Committee Chairperson will e-mail all Position Request Forms received to Permanent Classified Senate Members for their review, consideration and input **for a two-week period**. A reminder e-mail shall be sent 1 week before the deadline.
- D. **Immediately after the two-week period**, the Committee will meet, as soon as possible, to review the Position Request Forms and any comments submitted by Classified Senate Members.
  1. The Committee Chairperson, at the direction of the Committee Members, may contact the Initiator of a Position Request Form to ask for clarification of specific details, such as a typographical or mathematical error. While a clarifying question may result in a minor change to the Position Request Form, the Committee may not suggest or ask that the Position Request Form be substantially altered, such as changing the job classification.
  2. Each Committee Member will rank the Position Request Forms using the Position Request Ranking Sheet. The results will be tallied on a Master Ranking Sheet.
  3. The Committee Chairperson will prepare a Classified Hiring Prioritization Recommendation List based on the Master Ranking Sheet. This list will include the key information from the Position Request Forms:
    - the Classified position requested
    - the Supervising Division/Department for the position
    - the optimal number of hours/week and months/year requested along with any specific months that apply to the position
    - the summary included in Part 2 of the Position Request Form
- E. The Committee, or designated members, will present its Prioritization List to the Classified Senate at the **November or December** Classified Senate meeting, and be prepared to answer questions about the Hiring Prioritization Process and the Position Request Forms.
- F. The Classified Senate Members present at the meeting will have the opportunity to vote to accept the list as presented or re-arrange the priorities.
- G. **Immediately after the December Classified Senate meeting**, the Committee Chairperson will finalize the Prioritization List and write a brief rationale and summary for the rankings of each position. They shall then email copies of the Position Requests, Master Rating Sheet, and Summary of the rankings to the College President first, then the Vice Presidents and Deans **before the campus winter closure**. The list can then be announced campus-wide **before the Spring Semester start date**.
- H. After submitting the Final Prioritization List, the Committee will meet again in **January** to evaluate the Classified Hiring Prioritization Process, Position Request

## CLASSIFIED HIRING PRIORITIZATION PROCESS

Forms, and Rating Sheets in accordance with the College's Planning processes and Cyclic Review Plan. The intent of the Classified Hiring Prioritization Process is to identify needs around campus as appropriate and align this referral with the administrative process of planning and assessment of needs. This timeline falls within the planning process of the college to ensure a classified voice is heard within the cyclical budget, planning, and evaluation timelines.

### III Evaluation of the Classified Hiring Prioritization Process

1. The Committee will address the following items:
  - a. Were the forms easy for Requestors to access and submit?
  - b. Were there any problems with the timeline?
  - c. Did the Requestors express any problems with or have any unusual questions regarding the Position Request Form?
  - d. Did the Committee have any problems with or concerns about the Ranking Sheet(s)?
  - e. Does the Committee have any suggestions to improve the Position Request Form, Hiring Priorities Process or the Ranking Sheets?
  - f. Does the Committee have any suggestions to improve the evaluation process?
  - g. Other comments, etc. not covered by the above questions
2. The Committee, or designated members, will report its conclusions to the Classified Senate Executive Board at the **February** Executive Board meeting and answer any follow up questions the Executive Board may have regarding the evaluation.
3. The Executive Board will, by consensus, determine what, if any, of the proposed changes will be made to the Hiring Prioritization documents.
4. The documents will be updated no later than **March** to reflect the changes.