San Diego Mesa College
Classified Staff Hiring Priorities

Vacant, frozen, defunded, and new positions should be identified and justified within a department or service area's Program Review.*

1) 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:** ____ Based on the total FTE listed above, for each of the last 5 years, what is the percentage of contract positions that were occupied? **Year 1:** ___% **Year 2:** ___% **Year 3:** ___% **Year 4:** ___% **Year 5:** ___%	1 = Percentage of filled FTE has increased overall	2 = Percentage of filled FTE has remained steady overall	3 = Percentage of filled FTE has decreased overall

2) Are there currently any vacant, frozen, or defunded positions in the department or service area? If so, list the following for **each and every** vacant or frozen position in the department/service area:
  a. Position classification
  b. FTE and contract type, i.e., 10-month, 11-month, 12-month, seasonal
  c. How long the position has been vacant, frozen or defunded
  d. Short description of the duties *(50 words or less)*
  e. Method(s) by which the duties have been performed, i.e., by another staff member, a supervisor, or have ceased to occur *(100 words or less)*
  f. What has been the impact on the department or service area? *(50 words or less)*
	1 = Program / service area is functioning at moderate to full capacity	2 = Program / service area is functioning at limited capacity	3 = Program / service area is severely impacted and functioning is extremely compromised

3) How has the program/service area changed over the most recent five academic years (i.e. growth, additional services, reorganization) that warrants this staff position? Use both quantitative and qualitative data including, but not limited to, enrollment and productivity data, staffing studies, volume of students or employees served, total comp time accrued, number of NANCE, hourly, interns, volunteers, student workers, and services provided.	1 = Staffing need is minimal; program / service area has grown minimally or not at all.	2 = Staffing need is present; program / service area has grown such that functioning has been negatively affected	3 = Staffing need is urgent; program / service area has grown such that functioning is severely compromised

4) Provide the following information for the new position being requested, or for request to fill vacant, frozen or defunded positions.
  a. Position classification
  b. FTE and contract type, i.e., 10-month, 11-month, 12-month, seasonal
  c. What are the duties and responsibilities (desk description) for the requested position? *(100 words or less)*
  d. How are duties and responsibilities these integral to the functioning of the program/service area? *(100 words or less)*
	1 = Duties and responsibilities for requested position are supportive or helpful to functioning of program / service area	2 = Duties and responsibilities for requested position are integral to functioning of program / service area	3 = Duties and responsibilities for requested position are indispensable to functioning of program / service area

5) How are the duties of the requested position currently being performed, if at all? What has been the impact on the program/service area? *(100 words or less)*	1 = Current lack of position has minimal impact on program / service area	2 = Current lack of position has substantial impact on program / service area	3 = Current lack of position has severe impact on program / service area
6) How would this position's main duties directly support an administrator, manager, faculty, department, course, or student learning? *(100 words or less)*	1 = Main duties would be supportive or helpful	2 = Main duties would be integral	3 = Main duties would be indispensable

* Special circumstances may require filling vacant, frozen, or defunded positions outside of Program Review.