Fullerton College
Classified Staffing Needs Assessment
Process for Prioritization

Process

1. An email will be sent to all managers indicating that a classified staffing needs assessment is being conducted. Email attachments will include the form itself and directions for filling it out. The budget unit dean/manager will be responsible for initiating the process within the unit to identify needs and prioritize positions. No more than two requests can come from each budget unit.

2. The prioritized list and requests from each budget unit are to be submitted to the appropriate Vice President for the next level of review, comments, and signatures.

3. The requests are then forwarded to the Planning & Budget Steering Committee (PBSC) for campus-wide prioritization.

4. The prioritized list from PBSC is submitted to the President's Advisory Council (PAC) for recommendation to the President.

Sample Timeline

Mid-December	To initiate the process, information on the classified staffing needs assessment and request form will be emailed to budget unit managers.
February 1	Deadline for submission of prioritized list with request from each budget unit to area VP.
March 1	Submit requests to PBSC to begin prioritization.
Mid-April	PBSC submits list to PAC for review.
May	PAC makes final recommendation to President.

Criteria

Positions will be prioritized college-wide, based on the following:

- Support of student success, the college mission, the comprehensive master plan, and/or the college strategic goals.
- Growth of programs and/or work area.
- Demonstrated need within budget unit, supported by quantifiable data.
- Other extenuating circumstances e.g. support of health/safety/security issues, etc.
- Potential reduction of hourly and professional expert employees.