Program Review Requests for Classified Staffing Flowchart

Classified Staffing Requests from instructional and student services program reviews are sent to PRAC.*

PRAC Recommendations are forwarded to President

If the President approves, Fiscal Services must build the position into the budget for the upcoming year. Deans are informed that the position has been approved and they in turn inform the Department Chairs.

Department budget manager (chair and dean/director) fill out a Personnel Requisition Form and submit it to Human Resources

If the position and classification already exists, a job announcement is created and posted.

If this is an entirely new position, a negotiation process with CSEA or SEIU must be undertaken.

Once the negotiation process is completed, a job announcement is created and posted.

Note: If President does not approve request, it may be requested again the following year.

*Requests can not be made through program review for a “reclassification” of a position.