

Program Review
Classified Hiring Priorities Committee

- 1) Describe in detail, the current substantiated need for this position. Need is based on current capacity/productivity and increasing demands/growth.

Examples of types of data to include:

- Staffing:
 - Number of contract positions and classifications
 - Number NANCE hours and budget
 - Workstudy hours
 - Volunteer hours
 - Instructional:
 - Number of courses
 - Number of sections
 - Number of students enrolled
 - Number of hours faculty spend on classified related tasks
 - Student Services:
 - Student contact hours
 - Program enrollment
 - Number of activities (workshops, tours, events, etc.)
 - Administrative Services:
 - Number of transactions
 - Number of service calls
 - Number of employees served
- 2) If this requested position existed in the department / program, how would this impact the department, program, and/or college outcomes (SLO's), goals, mission, and strategic direction.
- 3) Does this program have the following legal requirements? The legal requirement must be documented with a link. Note this section is not part of the rated criteria.
- Health and Safety: Link to external verification, internal policy or compliance/law
 - Accreditation and Licensure: Link to external documentation for specialized accreditation or licensure requirement.