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.