



CLASSIFIED HIRING PRIORITY (CHP) COMMITTEE UPDATE

President's Cabinet-Spring 2021

- The purpose of the CHP Committee is to review classified personnel requests made during the Program Review process.
- The CHP Committee's work was paused last year along with other Program Review processes
- The Committee refined the data collection request form and rubric during the 2019-2020 year to enhance the product of information submitted for review.
- The Committee included another question on the request form to prioritize and center Equity in the requests.
- The CHP Committee will be utilizing the updated rubric and questions developed in 2019-2020 for the upcoming 2021-2022 Program Review cycle

- The CHP Committee composition has remained the same for 2021-2022

Ellen Engels, Chair

Marco Chavez

Andrea Lelham

Monica Romero

Joe Benedito

Alexi Balaguer

Karla Trutna

Gity Nematollahi

Lorenze Legaspi

CHP Request Questions

Classified Hiring Priorities Committee

(Updated 4/14/20)

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

(10,000 character limit)

2) As the leading college of equity and excellence, if this requested position existed in the department /program, how would this impact the department, program, and/or college outcomes (SLO's), goals, mission, strategic direction?

(10,000 character limit)

3) What role will this position have in addressing, supporting or improving equity in the department/program/service area?

(5,000 character limit)

4) 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.

Links: The Leading College of Equity & Excellence
Mission/Vision/Values

**Program Review
Classified Hiring Priorities Committee
Scoring Rubric
2019-2020/2020-2021**

CRITERIA	HIGHEST LEVEL – 5 POINTS	MID-LEVEL – 3 POINTS	MINIMUM LEVEL – 1 POINT	NOT ADDRESSED – 0 POINTS
Use of data in response	The response has relevant data that is integrated in a meaningful manner that supports the substantiated need.	The response has some data in support of the substantiated need.	The response has very little data and/or is not connected to the substantiated need.	The response does not include any data.
Current: Capacity (volume–how much) Productivity (speed–how fast)	The response clearly defines current productivity/capacity issues and addresses current methods that attempt to meet the substantiated need.	The response somewhat defines current productivity/capacity issues and addresses current methods that attempt to meet the substantiated need. Response may be missing some key information.	Response is not clear, or no explanation of information is provided to understand capacity / productivity issues and current methods that attempt to meet substantiated needs. Response is missing key information.	The response does not address the question.
Increasing Demands/ Growth	The response clearly defines how the requested position will affect the department/program’s increasing demands/growth. The response also identifies the impacts if the position is not provided.	The response somewhat defines how the requested position will affect the department/program’s increasing demands/growth. The response somewhat identifies the impacts if the position is not provided.	The response is not clear and is lacking sufficient information to determine the department/ program’s increased demands/ growth. The response does not identify the impacts if the position is not provided.	The response does not address the question.
Address Equity	The response clearly indicates in detail what role the position will have in regards to equity.	The response indicates what role the position will have in regards to equity.	The response slightly indicates what role the position will have in regards to equity.	The response does not address the question.
Impact on Outcomes	The response clearly links the position request any of the following department, program, and/or College: <ul style="list-style-type: none"> • Outcomes (SLOs) • Goals • Mission • Strategic Direction • Equity • Excellence 	The response somewhat links the position request any of the following department, program, and/or College: <ul style="list-style-type: none"> • Outcomes (SLOs) • Goals • Mission • Strategic Direction • Equity • Excellence <p>The response does not include enough details.</p>	The response does not link the position request to any of the following department, program, and/or College: <ul style="list-style-type: none"> • Outcomes (SLOs) • Goals • Mission • Strategic Direction • Equity • Excellence <p>The response does not provide details.</p>	The response does not address the question.