

**Cuyamaca College**  
**Classified Staff Hiring Priorities Rubric**  
**2020-2021**

Vacant, frozen, defunded, and new positions should also be identified and justified within a department or service area's program review.

<p><b>(INFORMATIONAL ITEM - NOT RATED)</b> What is the total contract FTE and number of positions for your program or service area (including filled, vacant, frozen, and defunded positions)?  <b>Total FTE:</b> _____ <b>Number of Positions:</b> _____</p> <p>What is the percentage of positions filled in your dept. / service area for the current year? _____</p> <p>What is the current average college-wide fill rate? _____</p>			
<p><b>(INFORMATIONAL ITEM - NOT RATED)</b></p> <p>a. If increase in FTE, position classification and number</p> <p>b. Is this a new General Fund position, a replacement for a funded position, a replacement for unfunded position, a position currently funded by Grant funds, and/or State-mandated (categorically funded or compliance based) position?</p> <p>c. What are the actual duties and responsibilities that are specific to this requested position? (200 words or less)</p>			
	<b>1 Point</b>	<b>3 Points</b>	<b>5 Points</b>
<p><b>1) Critical Need</b></p> <p>How are the duties of the requested position currently being performed, if at all?</p> <p>How does the lack of this position impact the program or service area?</p> <p>Is the position being requested in order to comply with state or federal mandates/requirements? Cite the specific mandate and/or requirement.</p>	<p>Lack of position has or will have minimal impact on program / service area</p>	<p>Lack of position has or will have moderate impact on program / service area</p>	<p>Lack of position has or will have significant impact on program / service area</p>
<p><b>2) Program or Service Area Potential for Growth</b></p> <p><b>Demonstrated Increase in Demand for Services</b>  <i>Examples of Evidence:</i> New program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops</p> <p><b>Demonstrated Increase in Workload for the Program or Service Area</b>  Identified internal and external factors leading to increased workload demands on current staff (provided supporting evidence)  <i>Examples of Evidence:</i> Total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided</p>	<p>Staffing need is minimal; program / service area has grown minimally or not at all</p>	<p>Staffing need is present; program / service area has grown such that functioning has been negatively affected</p>	<p>Staffing need is urgent; program / service area has grown such that functioning is severely compromised</p>

<p><b>3) Support of Strategic Plan*</b>          Demonstrated that the requested position will directly support one or more of the institution's strategic priorities:          -Acceleration          -Guided Student Pathways          -Student Validation &amp; Engagement          -Organizational Health</p>	<p>Lack of position would minimally impact the College's capacity to achieve its strategic goals</p>	<p>Lack of position would moderately impact the College's capacity to achieve its strategic goals</p>	<p>Lack of position would significantly impact the College's capacity to achieve its strategic goals</p>
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Approved by the Classified Hiring Priorities Committee on [date]