

**Student Services Hiring Allocation Procedure
(SSHAC)
Statement of Intent**

The Student Services hiring allocation process is designed to provide the Academic Senate with input into the decision that will determine which program(s) will receive new hire(s) after the number of permanent new Student Services positions be funded from the Unrestricted General Fund has been decided. Units requesting positions will use the Program Review process along with responses to Sections III-IV in the Student Services Hiring Allocation Procedure. Programs may be asked to provide additional data aligning each request with the college's Mission Statement, Master Plan, California State or other external mandates, or other factors determined to be necessary in order to prioritize positions.

The Student Services Hiring Allocation Committee (SSHAC) will be formed to prioritize Student Services hiring requests. The committee is expected to function independently from the concerns of any campus constituency. The decision of the Committee must be based on the criteria outlined in the Student Services Hiring Allocation Procedure. Deliberations of the committee, including discussion and voting, will remain confidential. The results and procedures will be published.

This process is intended to produce decisions that are aligned with the college's Mission Statement and Master Plan. Members of this committee shall align their decisions with global concerns of the college. Committee members must avoid the influence of individual advocacies and biases. The Vice President of Student Services will chair the SSHAC and will vote only in case of a tie.

**STUDENT SERVICES HIRING ALLOCATIONS COMMITTEE
COMPOSITION & PROCEDURE**

I. Committee Composition

- A. The Vice President of College Services, who will chair the committee and vote only in the event of a tie
- B. The chair of the Student Services Division
- C. Five Student Service faculty members, collectively appointed by the *Student Services* program managers who currently have faculty in their units, and comprised of 1 member from each of the following units: the Library, EOP&S, CSD, Student Services Counseling and one other Student Service Division Member. None of these representatives may be the division chair.
- D. Five tenured *Student Service* faculty members appointed by the Academic Senate. One member from each of the following units: the Library, EOP&S, *CSD*, Student Services Counseling, and one other Student Service Division Member. None of these individuals may be the division chair.
- E. No Student Service unit can have more than three representatives.
- F. In the event that a tenured faculty member is not available from one of the designated units, the committee may apply to the Academic Senate for a waiver to appoint or elect a non-tenured faculty member.

II. Terms of Committee Membership

These standards are prioritized:

1. Each committee member will serve two years. Five of the initial appointments will serve a 3 year term drawn by lots at the initial meeting.
2. No unit can have more than three representatives serving on this committee at the same time.
3. No individual may serve more than once on this committee in a 6-year cycle.
(There must be a four-year interval between terms.)

III. Student Services Hiring Allocation Procedures

All applications for proposed new positions will contain the following information. Because most of the positions in Student Services are based on head-count and not FTE, the committee should evaluate the head-count ratio to faculty to help determine need. No implications regarding the importance of the data are intended by the numbering or order of presentation. The committee should give equal weight to the narrative that accompanies the data. Incomplete applications will not be considered.

- A. Description of Position – This should include the assignments, duties, and minimum qualifications with any other pertinent information usually set forth in a job description.
- B. Description of the unit/program that this position serves.
- C. The Office of the Vice President Student Services will provide a summary of the division hires for the last five years.
- D. Additional criteria should include consideration of the following:
 1. State mandates (funded and unfunded)
 2. Grants
 3. Student Services goals
 4. Student headcount
 5. FTES
 6. FTEF
 7. Full-time/Part-time ratio
 8. Student demand for services
 9. Results of student surveys
 10. Data from Program Review
 11. Expansion of unit /program
 12. Need for specific skills sets
 13. Community and institutional needs (i.e. universities and business community)
 14. Accreditation recommendations
 15. National standards
 16. Number of full-time faculty currently assigned to the program
 17. Status of released-time faculty in the program
 18. Narrative justification by the division chair/program manager, which should include the relevance of the program to the mission of the college, its value to the community, as well as any outside considerations

IV. Questionnaire to be completed by all programs requesting a position

A. How does this position relate or contribute to the Mission statement of Glendale College, as shown below?

- to provide a rich and rigorous curriculum that helps students understand and appreciate the artistic and cultural heritage of this society, the history and development of civilization, the scientific environment in which they live, and the challenges of their personal lives;
- to emphasize the coherence among disciplines and promote openness to the diversity of the human experience;
- to help students develop important skills that are critical for success in the modern workplace, such as verbal and written communication, numeracy, effective use of technology for work and research, information analysis and evaluation, problem solving, and the ability to work with others and conduct their lives with responsibility;
- to provide an extensive array of student services and learning tools, including state-of-the-art technology, and to assist students in all aspects of their college experience.

B. How does this position relate to the objectives and functions of the College?

- Associate in Arts/Associate in Science
- Transfer requirements
- Vocational education or occupational certification
- Pre-collegiate basic skills
- Personal improvement
- Non-credit adult education

C. How does this position relate to the college's Master Plan?

D. How does this position relate to the program goals listed in "summary" section of Program Review?

E. Are there State or Federal mandates that are particular to this function?

F. Are there community or industry needs that relate directly to this position? If yes, how?

G. How does this position contribute to the currency in state-of-the-art technology?

H. What implications does the addition of this position have for the following:

- budget
- staffing
- facilities
- equipment

I. Discuss any benefits your program may lose from not receiving the requested hire.

J. Are there special concerns that are not addressed in this document?

K. Discuss the negative impact on students if the program does not receive the requested hire.

V. Position on Replacement Hiring

When it becomes known that a position is to be vacated, the program manager should notify the administration. Then the Vice President of Student Services will determine whether the position will be automatically refilled. If the Vice President maintains that it should not be filled, and the division disputes this position, then the division will compile information from Program Review data and other information to establish grounds to hire a replacement. These data will then be forwarded to the Student Services Hiring Allocations Committee. That committee will review the data and will affirm or reject the position taken by the Division and will report its findings in the same manner that it reports new positions.

If the SSHAC determines that the position is not to be filled, then the position will be included in the pool of new positions.

Specific factors to be considered in making this decision should include:

1. State mandates (funded and unfunded)
2. Grants
3. Student Services goals
4. Student headcount
5. FTES
6. FTEF
7. Full-time/Part-time ratio
8. Student demand for services
9. Results of student surveys
10. Data from Program Review
11. Expansion of unit /program
12. Need for specific skills sets
13. Community and institutional needs (i.e. universities and business community)
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16. Number of full-time faculty currently assigned to the program
17. Status of released-time faculty in the program
18. Narrative justification by the division chair, which should include the relevance of the program to the mission of the college, its value to the community, as well as any outside considerations

Prepared by: Student Services Hiring Allocation Senate Taskforce

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