**STEP 1:** Gather and create a list of position requests from Program Reviews/APU’s.

(completed)

**STEP 2:** Classified positions are prioritized by the APU submitter, “1” need position immediately and “2” position can wait until next year. Immediate manager will gather the initial ranking by APU submitters and provide to VP of Instruction.

(by 3/27/15)

**STEP 3:** Classified positions prioritized as “1” will provide a narrative to the VP of Instruction. The administrative team will provide a narrative to identify college-wide needs and direction to incorporate into the “narratives”. There will be a narrative template developed. The narrative is limited to no more than 2 pages and will address the following questions:

1. What is the relationship of this position to college plans and priorities, including the Education Plan, Equity Plan, SSSP Plan, and college goals?
2. How is this work being managed now?
3. How many students or departments would be affected by this position?
4. What is the degree of critical impact of filling this position on a department or departments at the college?
5. What are the risk management or safety issues relating to this position? In what ways is the college at risk of legal liability of the position is not filled?
6. How does the number of people in this position per FTES at BCC compare to the number of people in this position per FTES at the other colleges in the district? Is the need as great at BCC?

(by 4/8/15)

**STEP 4:** The Classified Prioritization Committee will convene to review the position requests and rank. The committee will comprise of:

Classified representation (4): Classified Senate President or designee, 1 classified rep each from business services, instructional services, and student services

Faculty representation (3): Faculty Senate President, Chair of Chairs, and faculty at large

 Administrative representation (3): To be designated by President

 Individual ranking by representatives will be done on a scale from 0-4 (0=does not apply, 1=low need and/or no evidence, 2=marginal need and/or weak evidence, 3=satisfactory need w/evidence, 4=strong need w/strong evidence) based on the following in relation to the above questions:

1. Relationship to college-wide goals and/or plans
2. Degree of need based on impact to current staff
3. Degree of critical impact to students and their educational goals
4. Degree of critical impact on a department or departments at the college
5. Degree of need to address safety concerns and/or legal obligations

(by 4/10/15)

**STEP 5:** Overall rankings will be compiled by the VP of Instruction and a prioritized list will be developed based on total scores with highest score being the top priority. List will be forwarded to Senates and Roundtable.

(for 4/13/15 Roundtable - review)

**STEP 6:** Senates provide recommendation to Roundtable. Roundtable makes final recommendation to President.

(for 4/15 Faculty Senate, 4/16 Classified Senate recommendation in preparation for 4/27 Roundtable recommendation)

**STEP 7:** President provides announcement of decision and explanations as necessary.