

San Diego Mesa College
Classified Staff Prioritization Position Request

This request is for the purpose of establishing an annual, prioritized, campus-wide list of needed classified positions.

Points to Consider:

- A Position Request must be submitted for each position requested by the program/service area.
- When requesting duplicate position classifications (using separate forms), clearly detail the position differences and the relative priority for the program/service area.
- Note that this Position Request process cannot be used for position reclassifications.
- Requests for positions should be identified and the need justified with a program/service area’s Program Review.
- Positions that are approved and funded on campus must also follow the District approval process.
- Administration may fill vacated positions as necessary.
- Note that the most effective Position Requests require the use of quantitative and qualitative data.

Criteria and Scoring Rubric

Component	Criteria	Scoring Rubric			
		Highest Level – 5 points	Mid-Level – 3 points	Minimum Level – 1 point	Nil
PLANNING Why is this position needed for the program / service area?	1) Strengthens, addresses challenges, responds to external influences, responds to department/area changes. <i>(250 words maximum)</i>	Need is substantiated in great detail	Need is substantiated	Need is minimally substantiated	Not addressed
	2) Program/service area goals <i>(200 words maximum)</i>	Need is linked in detail to program/service area goals	Need is linked to program/service area goals	Need is minimally linked to program/service area goals	Not addressed
	3) College-wide goals, objectives, KPIs <i>(100 words maximum)</i>	Need is linked in detail to support college-wide goals, objectives, KPIs	Need is linked to college-wide goals, objectives, KPIs	Need is minimally linked to college-wide goals, objectives, KPIs	Not addressed
	4) Health and safety , accreditation, licensure, and/or legal compliance <i>(200 words maximum)</i>	N/A	Need that supports a health and safety regulations, a special accreditation, licensure, and/or legal requirement is documented in detail with external verification	Need that supports a health and safety regulations, a special accreditation, licensure, and/or legal requirement is documented in detail	N/A
OUTCOMES ANALYSIS How would this position specifically impact the program / service area / students?	5) Program/ service area SLOs/AUOs <i>(200 words maximum)</i>	Position directly and significantly supports SLOs or AUOs.	Position supports SLOs or AUOs.	Position minimally supports SLOs or AUOs.	Not addressed
	6) Student Success <i>(200 words maximum)</i>	Position significantly impacts access, success, persistence, and/or completion.	Position impacts access, success, persistence, and/or completion.	Position minimally impacts access, success, persistence, and/or completion.	Not addressed
	7) Program/Service Area Operations <i>(200 words maximum)</i>	Duties and responsibilities for requested position are indispensable. The absence of this position directly limits the standard operations of the program/service area.	Duties and responsibilities for requested position are integral. The specific functions accomplished by this position impact the operations of the program/service area.	Duties and responsibilities for requested position are supportive but the specific functions accomplished minimally impact operations of the program/service area.	Not addressed