Cuyamaca College
Classified Staff Hiring Priorities Rubric
2023-2024 (Draft)

Before preparing your request, please see guidance created by CHPC

INFORMATIONAL ITEM - NOT RATED
   a. If increase in FTE, position classification and number
   b. Is this a new General Fund position, a replacement for a funded position, a replacement for an unfunded position, a position currently funded by grant funds, and/or state-mandated (categorically funded or compliance based) position?
   c. What are the actual duties and responsibilities that are specific to this requested position? (200 words or less)

	1 Point	2 Points	3 Points	4 Points	5 Points
1) Impact on Service to Students and Critical Need How are the duties of the requested position currently being performed, if at all? If duties are being performed by a grant-funded position, when will the grant end? How does the lack of this position impact the program or service area's ability to serve students?	Lack of position has or will have no impact on service to students and little or no information/data was provided to support this	Lack of position has or will have minimal impact on service to students and minimal information/data was provided to support this	Lack of position has or will have moderate impact on service to students and some information/data was provided to support this	Lack of position has or will have significant impact on service to students and some information/data was provided to support this	Lack of position has or will have significant impact on service to students and this is strongly supported by the information/data in the request
2) Program or Service Area Potential for Growth **Demonstrated Increase in Demand for Services** *Examples of Evidence:* New program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops **Demonstrated Increase in Workload for the Program or Service Area** Identified internal and external factors leading to increased workload demands on current staff (provided supporting evidence) *Examples of Evidence:* Total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided	Demand or need for services has grown minimally or not at all, or little to no information/data was provided to demonstrate gro	Demand or need for services has grown but functioning has not been negatively affected, or minimal information/data was provided to demonstrate growth	Demand or need for services has grown moderately such that functioning has been negatively affected, and some information/data was provided to support this	Demand or need for services has grown significantly such that functioning has been negatively affected, and some information/data was provided to support this	Demand or need for services has grown significantly such that functioning is severely compromised, and this is strongly supported by data

Approved by the Classified Hiring Priorities Committee electronically in June 2023

Criteria					
3) Support of Strategic Plan Goals+Strategies **Demonstrated that the requested position will directly advance one (or more) of the College's goals*** -Increase Equitable Access -Eliminate Equity Gaps in Course Success -Increase Persistence and Eliminate Equity Gaps -Increase Completion and Eliminate Equity Gaps -Increase Hiring and Retention of Diverse Employees *Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position*	Position will have ~~a minimal~~ no impact on college strategic goals(s), or little to no explanation was provided to demonstrate how this position will advance college strategic goal(s)	Position will have minimal impact on college strategic goal(s), or a minimal explanation was provided to demonstrate how this position will advance college strategic goal(s)	Position will have a moderate impact on college strategic goal(s), and some explanation was provided to demonstrate how this position will advance college strategic goal(s)	Position will have a significant impact on college strategic goal(s) and some explanation was provided to demonstrate how this position will advance college strategic goal(s)	Position will have a significant impact on college strategic goal(s) and the request strongly demonstrated how this position will advance college strategic goal(s)
4) Impact on the Student Experience How will this position improve the student experience at Cuyamaca College? ~~Consider how many more students the position would serve, who it would serve, how it will address college equity goals as well as overall access, retention, and success.~~ How will we measure the impact of this position?	Position will have ~~a minimal~~ no impact on the student experience, or little to no explanation or information/data was provided to demonstrate how this position will have an impact	Position will have a minimal impact on the student experience, or a minimal explanation or information/data was provided to demonstrate how this position will have an impact	Position will have a moderate impact on the student experience, and some explanation or information/data was provided to demonstrate how this position will have an impact	Position will have a significant impact on the student experience and some explanation or information/data was provided to demonstrate how this position will have an impact	Position will have a significant impact on the student experience and the request strongly demonstrated how this position will have an impact with information/data
5) Priority within the Division or Department Dean/manager feedback shows this to be a top priority relative to other classified position needs within the division or department	Position was not ranked as a the first or second priority within the division or department	N/A	Position was ranked as the second priority within the division or department	N/A	Position was ranked as the first priority within the division or department

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