

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

July 22, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b>            Faculty Evaluations Assistant</p> <p><b>Unit/Classification:</b>            Classified/CSEA</p> <p><b>Position #:</b>            CL-00319</p> <p><b>FTE:</b>            75% employee</p> <p><b>Level:</b> Range 28</p> <p><b>Department:</b>            Instructional Operations / Academic Affairs</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Under the direction of an assigned supervisor, perform a variety of responsible duties to organize, compile and process a variety of information in support of the faculty evaluation process.</li> <li>○ Perform a variety of responsible clerical duties in support of the faculty evaluation process; post records, perform mathematical computations and compile, record and track information from a variety of sources.</li> <li>○ Prepare correspondence, memoranda, reports, requisitions, forms, and other materials; proofread and edit written materials to assure accuracy and completeness.</li> <li>○ Prepare and maintain a variety of records, logs, files and statistical information related to the faculty evaluation process. Submit faculty evaluation schedules to division deans for review and adjust schedules as appropriate according to established guidelines.</li> <li>○ Maintain faculty evaluation software system and troubleshoot issues.</li> <li>○ Ensure that the faculty evaluation software system is aligned to current faculty contract language.</li> <li>○ Compile information and data from records, files and databases for reports as required.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget</li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ <b>Legal mandates:</b> Faculty Evaluations for full-time and part-time faculty is a contractual obligation with strict deadlines and guidelines.</li> <li>○ Accreditation requirements: Possibly</li> <li>○ Health and safety priorities: N/A</li> <li>○ <b>Critical threshold of instruction or support services:</b> Regular and ongoing faculty evaluations is a key element of providing instructional services. The Faculty Evaluations Assistant coordinates</li> </ul>

		<p>and oversees this process and works with the Deans' Administrative Assistants so all documents are submitted and completed on time.</p> <ul style="list-style-type: none"><li>○ Essential supervision: N/A</li></ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"><li>○ Is position included in the current budget? <b>Yes</b> / No</li><li>○ Funding Source? <b>Unrestricted</b> / Restricted</li><li>○ Smartkey and Salary Object: <b>1324001-2110</b></li><li>○ Annual Salary at Step B: <b>\$32,490</b></li></ul>