



Grossmont-Cuyamaca Community College District Strategic Hire Request

Strategic Hire Request Process Directions

Initiator Name/Title:	
Date:	
Site: <input type="checkbox"/> Grossmont <input type="checkbox"/> Cuyamaca <input type="checkbox"/> District Services	
Position Title:	Position #:
FTE:	Level:
Department:	
Permanent or Interim: (Permanent positions must be routed to DSP&BC; interim positions do not need to be routed to DSP&BC.)	

Justification

1. Key responsibilities of position:

2. Current status of position:

- Filling a replacement position included in the budget
- Filling a restructured position included in the budget
 - Has an Org Mod been approved? Yes No
 - Org Mod approval date _____
- Filling a new position
 - Has an Org Mod been approved? Yes No
 - Org Mod approval date _____
- Other (please specify)

3. Strategic Staffing Rationale:

Select one or more of the following items:

- Legal mandates
- Accreditation requirements
- Health and safety priorities
- Critical threshold of instruction or support services
- Essential supervision

4. Budget Impact – Please specify the following:

- Is the position included in the current budget? Yes No
- Funding Source? Unrestricted Restricted
- Smartkey and Salary Object:
- Annual Salary at Step B:

Approval/Review	Date
President's and/or Chancellor's Cabinet	
College Council (for campus-based positions)	
District Strategic Planning and Budget Council (DSP&BC)	

Strategic Hire Form Process

For Cuyamaca or Grossmont campus-based positions: The Appropriate Administrator submits the Strategic Hire Request form to President's Cabinet. President's Cabinet approves the request, in consultation with Chancellor's Cabinet, and it is then reviewed by College Council. The Vice Chancellor of Business Services brings the request to the District Strategic Planning and Budget Council (DSP&BC) for review. After the review is complete, the administrator who initiated the Strategic Hire Form will complete the [Request for Representatives \(Admin, Classified, EEO, and Faculty\) on Search and Interview Committees & Hiring Workgroups form](#) to begin the search process.

For District Services positions: The Appropriate Administrator submits the Strategic Hire Request form to the Chancellor's Cabinet. Upon approval, the Vice Chancellor of Business Services brings the request to the District Strategic Planning and Budget Council (DSP&BC) for review. After the review is complete, the administrator who initiated the Strategic Hire Form will complete the [Request for Representatives \(Admin, Classified, EEO, and Faculty\) on Search and Interview Committees & Hiring Workgroups form](#) to begin the search process.