Staffing Committee Best Practices Tip Sheet

This tip sheet was generated by the staffing committee to help address areas of omission/weakness found in many applications. It is the goal of the staffing committee for all requests to be reviewed fairly and with equal access to resources that allow one to adequately address all questions within the staffing request form/Program Review 1A.

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- Attend a staffing request workshop, if this is your first time developing a staffing request, or if you have any follow up questions.

- Provide a draft of your staffing request, at least one week prior to the due date, to the staffing chair, Amanda Xu axu@mendocino.edu, for review prior to submission.

- Connect with the Director of Institutional Research, Institutional Research, Minerva Flores mflores@mendocino.edu , for any discipline specific data requests.

- Integrate the goals of the institutional student learning outcomes: https://www.mendocino.edu/institution-level-student-learning-outcomes

- Emphasize how the need is currently being met with numerical data (Ex. How current PT equates to a FT load)

- Include whether there is a legal obligation for this position, or the work being done.

- Keep focus on how the position will support student success, either directly or indirectly.

- Adress departmental factors (retirements, access to adjunct faculty, program growth, decrease due to lack of FT faculty).

- Differentiate duplicate department requests (For example, if department A is requesting two FT, submit two different applications. One where no position is filled and another where it is assumed the first position is filled)

- Focus on ramifications if the position is not filled. (Include enrollment and degree implications)

- Connect with HR for a current copy of a job description (if this is not a net new application)

- Question 10 addresses oversight responsibilities. Be sure to address this question, however, lack of oversight is not necessarily a negative.

- Include updated outside relevant industry specific data (Example: For ADJ an AA is required to be hired as a police officer) Links to potential relevant data below.

- Relevant education and labor market data can be sourced from
    - California Department of Education: https://www.cde.ca.gov/ds/
    - Employment Development Department: North Coast Region (Del Norte, Humboldt, Lake, and Mendocino Counties) https://www.labormarketinfo.edd.ca.gov/geography/mendocino-county.html
    - Postsecondary to Prosperity: North Far North Region (July 2020): https://californiacompetes.org/assets/general-files/CACompetes_NorthFarNorth_Final.pdf