

Monterey Peninsula College

Process for Requesting to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new positions)

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 120 days following the vacancy. This limit is designed to encourage prompt review of the vacancy. (Once a position has been opened for recruitment, however, Education Code Sec. 88003 further limits such employment to 60 days.)

1. Replacement (no changes) or NEW position

Department:	Reading Center	Last Incumbent:	Courtney Middlebrook
Position Title:	Instructional Specialist	Date of vacancy:	September 17th, 2010
Service Class:	14-A	Funding Source:	General
Hours per week:	18		
Months per year:	8 1/2	Bilingual Required:	No <i>VP signature Required</i>
Days & Hours to be worked:	To be arranged	Night Shift or Graveyard stipend?	None

2. Revised position or changed position (complete section above for comparison)

Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY


3. Annual Cost of the Proposal, and source of funds:

\$9,547.00; roll-up costs \$453.00; total: \$10,000.00

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary):

We are one of the lab components for English 322 and 302; students need the lab to complete their English classes. We are an impacted program; every semester we have a waiting list for English 351/352 and we are unable to accommodate all the lab students who have been identified—through standardized testing—as in need of our services.

Classification/Position: Instructional Specialist Date: March 24, 2010

steps	REPLACEMENT POSITION	Initials/ Date	steps	NEW OR CHANGED POSITION*	Initials/ Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President		3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

Dr. Douglas Garrison

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

(Approved 10/8/08)

Revised 8-08

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Instructional Specialist

Dept/Program: Reading Center

Submitted by: Paula Norton

Search Committee Chair: Laura Franklin

PT/FTE:

New or Replacement: Replacement

Service Category: 14-A

Salary/Benefit Costs: \$9, 547.00/\$453.00

Net Additional Costs:

Funding Source: General (01-0030-0-1500-0330-2400-000-00-2402)

Are there Salary Savings: No

Description of duties and responsibilities:

Tutor students enrolled in the Reading Center—English 351/352—as well as lab students in English 302 and English 322. Administer standardized tests, perform varied instructional support services related to the preparation and administration of instructional materials and equipment, assist in training tutors and perform general clerical duties.

Special Considerations:

Since we moved into the library we have experienced a growth in our numbers due to increased exposure, and an increase in the sections of Eng. 322 and 302 that are offered. This discrepancy has been noted in our Program Review and Action Plans regularly.

We are in the process of hiring two additional Instructional Specialists to cover our student load, and it would be helpful to fill this position at the same time.

Does Position act as an entry point for the college? Yes Should it be bilingual? No

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.
- No, this position should not be bilingual required

What would happen if this position weren't approved?

Reading skills are fundamental to a student's success at the college level. This increased need for reading skills development at the college level evidenced by Reading Center enrollment is a reflection of societal and cultural changes. It can be anticipated that this need will continue to grow. If these positions are not approved it will reduce services in a basic skills area where there has been and will continue to be growth.