Program Review & Planning
Request for Contract Classified Position
2018-19
Please upload and submit this completed form through the SurveyMonkey program review module.

Department	CADD Technology		
Position Title	Lab. Assistant		
Salary Range		Annual Salary at Step B*	
Hours/week and # of months			

*For job Range and Salary information, see: http://www.gcccd.edu/human-resources/salary-schedules.html

1)	Provide the following information for the ***new position or the increase in FTE for an existing position*** that is being requested, or for the request to fill a vacant, frozen or defunded position:

	Position classification and number:
	Proposed FTE:
	Contract type:
	❏	10-month
	❏	11-month
	❏	12-month
	❏	Seasonal (specify):
	What type of position is being requested?
	❏	New general fund position
	❏	Replacement for a funded position
	❏	Replacement for an unfunded position
	❏	Position currently funded by grant funds
	❏	Increase in the FTE for the position

	Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

	What are the actual duties and responsibilities that are specific to this requested position? *(100 words or less)*

2)	Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

	☐ Yes
		Cite the specific mandate/requirement (100 words or less):
	X No

3. How are the duties of the requested position currently being performed, if at all?

How does the lack of this position impact the program or service area?
Student Success will be impacted.

What impact, if any, have frozen or vacant positions within the department had on services or staff workload?
Students need assistance in Lab and Lecture sessions.

(200 words or less) **(Rubric Criteria 1)**

4.   How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.**
(200 words or less) **(Rubric Criteria 2)**

5.   How would this position's main duties specifically support the institution's strategic priorities?
1. Acceleration
2. Guided Student Pathways   X
3. Student Validation and Engagement   X
4. Organizational Health

(200 words or less) **(Rubric Criteria 3)**

6.   How will the position impact the ability of the program or service area to innovate and meet changing needs?
(150 words or less) **(Rubric Criteria 3)**