



Process and Criteria for Approving Requests for New Positions and Refilling Existing Positions

All requests to fill **full-time or permanent positions*** are required to be taken to the Executive Leadership Team for discussion, review, and approval. Filling and refilling positions will be based upon the criteria outlined below.

All requests should be brought forward with budget/funding information completed and approved by the Budget office(s) in advance.

QUESTIONS? Please call HR at (360) 596-5546

**This process does not apply to part-time hourly or adjunct positions.*

All requests should be submitted to the appropriate Executive Team member and must include the required forms and responses to the questions listed below:

1. Completed Personnel Action Form (PAF);
2. Completed Position Description;
3. Current Organizational Chart with proposed new position included;
4. Discussion and identification of where the funding is coming from, signed off by the Budget Office(s); and
5. Names of Screening Committee members (see reverse).
6. Answers to the following questions:
 - a. Is the position essential to the core mission of the college?
 - b. Does the position directly impact one of our core themes?
 - c. Can the position be merged with another position to create efficiency?
 - d. Can the work performed by the position be eliminated or accomplished using technology?



Screening Committee Members

Volunteers serving on the Screening Committee should consist of:

1. Five to seven diverse individuals who will represent SPSCC and our constituents.
2. Individuals should be from outside and within your department, those the position will work closely with, and/or community members, if applicable.
3. Individuals able to commit to the Screening Committee process which may involve at least two committee meetings, interview dates, and application review.
4. Individuals who are willing to or have completed the mandatory Managing Bias training to reduce unconscious bias.

Screening Committee Chairperson:

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Screening Committee:

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