

Position Opening Request—Faculty

To allow careful consideration of requests for open positions, please provide the following information. You may present the information in any format you would like, but please do not exceed the equivalent of one double-sided sheet of letter-sized paper. Send your Position Opening Request electronically to Elizabeth Lundy for posting on MyClackamas by February 12, 2010. The Faculty Forum will be held February 19, 2010 at 2 pm in McLoughlin Theater.

The Forum is open, and attendees will have the opportunity to provide written feedback on each Position Opening Request. At the Forum, you will have 5 minutes to present your information, followed by a 5-minute question-and-answer opportunity.

Be sure to identify clearly what the position title is, what the essential job duties are, and who is making the request for the position. Please include the following information in your presentations.

1. Will the position increase student access, progress, and success? How?
2. Will the position result in increased student FTE? How/How much?
3. How does filling or not filling the position affect CCC's ability to maintain and/or grow comprehensive instructional services?
4. What impact does filling or not filling the position have on workload distribution within the work unit?
5. What are the programmatic implications of filling or not filling the position?
6. What are the financial ramifications of filling, or not filling, the position?
7. How much part-time, overload/overtime is currently being used?
8. How does this position address strategic priorities and/or institutional activities?
9. When does this position need to be opened/filled?
10. What other benefits to CCC will result from filling this position?
11. Is there other information that should be considered when analyzing and evaluating this request?