

**New Classified Staff and Administrator Request Justification**

**Complete One Per Program/Area**

**Date:** Click or tap here to enter text.

**Division:** Click or tap here to enter text.

**Program/Area:** Click or tap here to enter text.

**Number of Positions Requiring New Funding (does not apply to refilling existing positions):** Click or tap here to enter text.

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| --- | --- | --- | --- |
| **Requested Position**  | **Classified or Administrative Position** | **Salary Schedule or Position Grade** | **Area Ranking\*** |
|  Click or tap here to enter text. |  |  |  |
|  Click or tap here to enter text. |  |  |  |
| Click or tap here to enter text. |  |  |  |

\* if requesting more than one position within the same area, please provide the area’s priority ranking for each position to help inform RAPP of the priority preferences as determined by the area.

**Guiding Principles**

De Anza College's [mission](https://www.deanza.edu/about-us/mission-and-values.html) and [Educational Master Plan](https://deanza.edu/emp/documents/Educational-Master-Plan-2022-2027-FINAL.pdf) serve as guiding principles for programs to facilitate continuous development, implementation, assessment and evaluation of their program effectiveness as part of ongoing planning efforts.

De Anza identified the following areas within its educational master plan:

*Outreach, Retention, Student-Centered Instruction and Services, Civic Capacity for Community and Social Change*.

Through its [Equity Plan Re-Imagined](https://www.deanza.edu/equity-plan/documents/Equity-Plan-Re-Imagined-2022-2027.pdf), it identified the following framework to work towards narrowing long-standing equity gaps:

Racial Equity: Faculty members, classified professionals and administrators should: recognize the realities of race and ethnicity for students of color. Develop intersectional understanding of the ways in which institutional racism shapes educational access, opportunity and success for Black, Filipinx, Latinx, Native American, Pacific Islander and other disproportionately affected students.

Student Success Factors: The College should ensure students: Feel connected to the college; Have a goal and know what to do to achieve it; Actively participate in class and extracurricular activities; Stay on track – keeping their eyes on the prize; Feel somebody wants them to succeed and helps them succeed; Have opportunities to contribute on campus and feel their contributions are appreciated.

**Based upon these guiding principles, please provide information for each of the following areas, please refer to the comprehensive program review to inform your responses:**

**A. Program Information**

1. Provide a brief job description of the position in 3-4 sentences so the committee can better understand the scope and duties of the position.
2. Provide a brief overview of the services the program provides and how they align with the mission of the college. How does the program facilitate continuous development, implementation, assessment, and evaluation of program effectiveness and goal attainment congruent with institutional [mission](https://www.deanza.edu/about-us/mission-and-values.html), the [Educational Master Plan](https://deanza.edu/emp/documents/Educational-Master-Plan-2022-2027-FINAL.pdf), and the [Equity Plan ReImagined](https://www.deanza.edu/equity-plan/documents/Equity-Plan-Re-Imagined-2022-2027.pdf)? (refer to the comprehensive program review areas: Mission and Goals and annual program review questions 3 & 4)
3. What are the historical staffing patterns within the program over the last few years? (refer to comprehensive program review areas: Employee Needs, Human Resources and annual program review questions 5 & 6)
4. What types of disaggregated data are used to address the program’s goals and objectives? (refer to the comprehensive program review areas: Exploring Course Success Rate Trends, Assessment Cycle, or Student Learning, Development and Success (CAS form only))
5. What evidence does the program use to create strategies for improving student learning, development and success? (refer to the comprehensive program review areas: Program Goals, Action Steps)
6. What assessment plans and processes does the program use to document progress toward achievement of its mission, goals, outcomes and objectives? (refer to the comprehensive program review areas: Program Goals, Action Steps and annual program review questions 1-6)
7. How does the program respond to the needs of individuals, constituents, and populations with distinct needs to ensure equitable access for all students? (refer to the comprehensive program review areas: Population Served, Programs and Services)
8. How does the program develop, adapt and improve programs and services in response to the needs of changing environments, populations served and evolving institutional priorities?

**B. Justification for EACH requested position, please respond in 300 words or less.**

1. Why is the position needed and how would the position contribute to the health, growth, or vitality of the program? (refer to the comprehensive program review areas: Employee Needs, Human Resources and annual program review questions 5 & 6)
2. How does the position support on-going college operations and/or student success? (refer to the comprehensive program review areas: Exploring Course Success Rate Trends, Programs and Services, Access, Equity, Diversity, and Inclusion)
3. How does this request align with the program’s needs as detailed in the program review or CAS form?
4. Explain how the work will be accomplished if the position is not filled.
5. Other information, if any.
6. Dean/Manager Comments (Deans, please review the form for completeness and clarity and provide additional details as needed)