PALO ALTO COLLEGE
PROCEDURE

Procedure Number: P 6.0
Procedure Title: Request to Post Vacant Positions
Relevant Board/SACSCOC Policy:
                D.2.5 (Policy) Hiring Authority, Status, Assignments, and Duties
                D.2.5.1 (Procedure) Hiring Authority, Status, Assignments, and Duties
                Principle 5.5 Personnel Appointment and Evaluation
Originating Unit: College Budget Office
Maintenance Unit: Vice President of College Services

I.   Purpose: A vacant position is not automatically approved to repost. This procedure outlines the steps necessary to fill those vacant positions. The form must be submitted, and approved, prior to the submission of a requisition request.

II. Procedure statement: In an effort to fully support students, Palo Alto College's senior leadership must review its' staffing management plan and instruction needs before advertising for vacant positions. This process will allow administration to strategically allocate resources where they will be the most effective. The Request to Post Vacant Position Form is required as part of the hiring process to ensure personnel needs align with PAC's mission. In doing so, PAC will continue to provide the best services and instruction for students. Upon completion of the evaluation process, departments will be notified of the final decision by the division's dean or vice president.

    A.   Submit EPAF if employee is terminating from Alamo Colleges (the EPAF is not necessary if the employee is transferring within the District – HR will submit as appropriate).

    B.   Complete the Request to Post Vacant Position Form (Attached). All Full Time positions (faculty and staff) and Part Time positions (staff) must be sent to the President for Approval to Post. This procedure applies to all funding sources i.e. grant, revenue and institutional.

        1.   If the Request to Post Vacant Position Form has been submitted within the last 90 days and it has been approved, position can be reposted in AlamoTALENT without re-submitting form again.

    C.   If employees will be on-boarded remotely, then a plan of action for successful remote on-boarding must be included with the form.

    D.   Route for Approvals:
        1.   Hiring Manager / Director / Chair
        2.   Dean (if applicable)
        3.   Division Vice President
        4.   College Budget Officer
        5.   Vice President College Services
        6.   President

    E.   When President approval has been obtained, return form to the Budget Office. Budget Office will forward to HR.

F. Budget Office will file the fully executed form & notify the appropriate VP or Dean of the final decision once HR / President's Office returns the document. The VP / Dean will notify the department.
G. If, at any level, the Request to Post is not approved, route form to the Budget Office, with an explanation as to why within the comments section.
H. Once form has been approved, hiring manager should submit requisition to post the position, following the required approval route for all requisitions. Approvals will likely include hiring manager, supervisor, division dean, division vice president, College Budget Office, Vice President College Services, and President.

Attachment:

Request to Post Vacant Position Form

Date Created: January 10, 2011

Date Updated/ Approved: July 6, 2020

Approved:
(signed: Katherine Doss)
Interim Vice President of College Services

(signed: Dr. Robert Garza)
President

PALO ALTO COLLEGE

REQUEST TO POST VACANT POSITION
(Full Time and Part Time positions, all funding sources)

Requester:_____   Date:_____

Title:_____   Position #:_____

Department:_____   Date Position Vacated:_____

FOAP:_____   Date EPAF Submitted:_____

If vacancy is due to a transfer, to which campus:_____

Justification to fill position and plan of action to onboard remotely: (For faculty, include FT/PT ratios. Attach any additional documentation.)

Supervisor / Director / Chair_____Date_____

Approved ☐   Not Approved ☐

Dean (if applicable)_____Date_____

Approved ☐   Not Approved ☐

Division Vice President_____Date_____

Approved ☐   Not Approved ☐

College Budget Office_____   Date_____

Verified ☐

Vice President of College Services_____Date_____

Approved ☐   Not Approved ☐

President_____Date_____

Approved ☐   Not Approved ☐

Comments (if request is not approved / other):

Please return form to the College Budget Office