**HUMAN RESOURCES PRINCIPLES**

**College staffing decisions will be guided by the following principles:**

1. Ensure that all staffing decisions serve the educational mission of the college;

2. Align fully with RCC’s Strategic Plan, the Educational Master Plan, and all other relevant long-range plans of the college;

3. Assure the integrity and quality of its programs and services by employing personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services;

4. Implement the Five-Year Full-Time Faculty, Classified Staff, and Administrator Plans 5 to ensure the following:

4.1. The percent of full-time faculty teaching credit courses will increase 2.5% per year until 60-62% of credit courses are taught by full-time faculty, with appropriate consideration for relevant program drivers. In determining the number of new faculty positions needed by the college, the HRAG must develop a more nuanced assessment of contractual reassign, overload, and release time to determine an accurate and measurable FTEF target.

4.2. The number of student services classified staff will be determined by the service drivers of the college, including institutional effectiveness and fixed positions within the college’s structure.

4.3. The number of classified staff positions in custodial, maintenance, and grounds will be determined by the standards established by the Maintenance and Operation Task Force and facilities drivers.

4.4. The number of administrative positions and supporting classified staff will be determined by the organizational structure of the college, which establishes fixed administrative 5 See Appendix C (currently in draft status and lacking classified and administrator iterations) positions and the required supporting classified staff in response to the assessed institutional effectiveness of the administrative units of the college.

4.5. College staffing decisions work to redress in some measure any inequities which may have developed due to the budget cuts;

4.6. Comprehensive Program Review position requests are for augmentation of current staffing levels for the administrative, instructional, or student services, not for replacement positions;

5. Honor the following carry-over practices and commitments:

5.1. Faculty retirements and transfers will be replaced by hiring full-time tenure-track faculty members for the positions and academic disciplines vacated by the retirements or transfers, as long as those replacement positions remain consistent with the college’s Strategic Plan and the Educational Master Plan6 ;

5.2. Classified retirements and transfers will be replaced by hiring equivalent full- or part-time staff members for the vacated positions, as long as the organizational structure and/or established standards justify their replacement;

5.3. Administrator retirements and transfers will be replaced by hiring an administrator for the vacated position as long as the organizational structure and/or established standards justify its replacement;

5.4. Develop subsequent Five-Year Plans for the hiring of administrators, classified staff, and faculty;

6. Maintain existing comparable industry standards for appropriate staff-to-facility ratios and adoption of a standard for college positions;

7. Continue the college’s commitment to the significant educational role played by persons of diverse backgrounds by 6 In assessing program viability, Strategic Planning will determine if some instructional programs will expand, others remain static, others contract, and yet others discontinue altogether. Riverside City College Human Resources Staffing Plan Page 4 encouraging the active recruitment and creation of diverse applicant pools;

8. Increase professional development opportunities that will improve performance of all employees, including the research and dissemination of “best practices” across the college;

9. Maintain competitive salary and benefits packages to ensure the attraction and retention of the best qualified classified, faculty, and administrative employees.