

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/11/19

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Career and Job Development Services Supervisor</p> <p>Unit/Classification: AA/S-I</p> <p>Position # SU-00023</p> <p>FTE: 1.0</p> <p>Department: Counseling Services/Career Center</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Organize, coordinate and oversee the day-to-day operations and activities of the Career Center and Student Employment Office ○ Plan, develop and provide services and programs to inform and assist students in career guidance and employment ○ Supervise and evaluate the performance of assigned staff 2. Current status of position? <ul style="list-style-type: none"> ○ This position has been vacant for few years. 75% of the position will be funded by restricted funds and 25% will be funded by general funds. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Critical threshold of educational or support services – This position is critical to provide support services in the area of career- will interview and advise students concerning career planning, educational and occupational goals, job search techniques and employment-related issues and concerns. b. Essential supervision – Career and Job Development Center is a critical need for counseling/student services and instruction. This position will direct the day-to-day activities of the Student Employment, and Career Center; monitor work flow and develop procedures to assure efficient and effective center operations. We currently are running the center with student hourly staff. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: <ul style="list-style-type: none"> ● 1464396-CalWORKs – 30% ● 1475197-Guided Pathways – 20% ● 1475598-Strong Workforce – 25% ● 1433001-General Fund – 25% c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: \$65,687 plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include in RAF calculation – 25% only general funds <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by Partial Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Instructional Media Services, Lead</p> <p>Unit/Classification: CSEA/CL-38</p> <p>Position # CL-00669</p> <p>FTE: 1.0</p> <p>Department: Learning & Technology Resources</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Oversee and coordinate AV for the campus, including all classrooms, conference rooms and the student center. ○ Assign workflow of personnel in the Instructional Media Services department. ○ Communicate with vendors on AV equipment and serve as the lead liaison for all Gafcon projects that include AV. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to retirement (Cynthia Bourget retiring March 29th, 2019) <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>Critical threshold of educational or support services: The amount and complexity of Audio Visual equipment in classrooms continues to increase at the college. In addition to supporting our existing smart classrooms and conferences room, new buildings and remodeling projects require additional AV design and support. This position would replace a retirement that will occur on March 29, 2019.</p> <p>a. Essential supervision</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1442001-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: \$54,360 plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> Position Title Payroll Technician Unit/Classification CSEA Position # CL-00442 FTE 1.0 Department Payroll	<p>1. What will the position do?</p> <p>This position is a replacement for a vacancy. It will continue to support the monthly processing of payroll. Duties include Workday input, audit of payroll, analyze error reports, review and calculate time off.</p> <p>2. Current status of position?</p> <p>Filling a vacancy</p> <p>3. Strategic Staffing Rationale</p> <p>This position is integral for support services.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or not included in the current budget - Included</p> <p>b. Key code and Object code – 1117101-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount Grade 34, Step B \$50,220 (2019 schedule)</p> <p>ii. Includes benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: Account Clerk Sr. Unit/Classification: Classified Position #: CL-00253 FTE: 1 Department: District Accounting	<ol style="list-style-type: none"> 1. What will the position do? Perform a variety of complex and technical accounting duties in the preparation, maintenance and review of a large set of accounts, including district and/or campus accounting, and budgetary and fiscal records. 2. Current status of position? Filling a vacancy due to retirement. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This CL 27 position is essential to the operations of the District Accounting department in order to provide required assistance of the Workday fiscal accounting system and fiscal independence. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. This position is included in the current budget b. Keycode and Object code: 1117001-2110 c. Fiscal Impact: Salary amount: \$40,836 + benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Evaluations Advisor</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00653</p> <p>FTE 1.0</p> <p>Department Admissions & Records</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Plans and organizes the duties related to the Evaluator's Office. ○ Research, analyze, and evaluate student academic history in compliance with CSU Breadth and IGETC General Education Certification; Preparation of Major requirements; admission criteria and transfer eligibility to all California public 4 year colleges and universities (CSU and UC). ○ Development, maintenance, and training of degree audit software and degree printing software programs. ○ Monitor veterans' academic performance in compliance with Veteran's Administration regulations as required; oversee academic programs and evaluate the accomplishment of career objectives and educational programs. ○ Analyze the academic history of the college curriculum rules and regulations, and determine the appropriateness to student educational goals. ○ Create, update, and maintain graduation reports; analyze and compile graduation statistics. ○ Develop and maintain a variety of technical and diverse records and files related to evaluations activities and functions including archival records for all awarded degrees and certificates; customize data for various departments/divisions. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to employee retiring <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> ○ <i>Maintain a critical threshold of educational or support services</i> – This position is essential to reviewing and evaluating complex academic records and transcripts to determine graduation and transfer eligibility requirements and completion of general education requirements. ○ This position will increase student retention as it assists with the evaluation of incoming transcripts. Incoming transfer students will receive an evaluation of their incoming transcripts in a faster turnaround time. Students will then receive a comprehensive educational plan from a counselor and follow-up counseling services as needed. ○ This position is essential to meet the growing demand for evaluation services driven by the increasing number of ADT degrees, increasing number of individuals receiving degrees and certificates, the growing demand for the evaluation of transcripts, the increased role of evaluators in maintaining the degree audit system, and the need to provide evaluation insight and perspective on various campus-wide committees. <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. Specify whether the position is included in the current budget b. 1332001-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$51,408 (CL/38/A) ii. Includes benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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03.11.19

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Instructor, Communication</p> <p>Unit/Classification AFT/IN10</p> <p>Position # IN-00149</p> <p>FTE: 1.0</p> <p>Department Communication</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Perform all duties of full-time Instructional faculty (Communication) 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy. This position will replace a full-time faculty retirement. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <p align="center">Critical threshold of educational or support services: As the Communication courses continue to grow enrollment, and with a historic need for this position, the need to support the delivery is imperative to the addition of the faculty position.</p> 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Position is included in the 2019-2020 budget b. Key code and Object code: 1376001-1110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: Class I Step 6 to Class VII, Step 10: \$54,591 to \$82,905 for 10-month faculty plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input checked="" type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

March 11, 2019

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title English, Generalist - 1st position</p> <p>Unit/Classification AFT Position # NEW ?</p> <p>FTE 1.00</p> <p>Department English</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o The position will perform all duties of full-time instructional faculty in English. <p>2. Classroom Responsibilities</p> <ul style="list-style-type: none"> o Develop and implement instruction for each class period which is consistent with the official course outline. o Demonstrate respect for students' rights as specified in district policy and applicable laws. o Provide academic assistance and related services to students during scheduled office hours. <p>3. Evaluation of Students</p> <ul style="list-style-type: none"> o Periodically evaluate student progress toward meeting course objectives; advise the students of course objectives, methods of evaluation and the results of the evaluation. <p>4. Curriculum</p> <p>Participate in the development and review of curriculum as needed.</p> <p>5. Student Advising</p> <ul style="list-style-type: none"> o Advise students enrolled in the instructor's classes o Participate as a faculty advisor to student organizations or clubs. <p>6. Professional Development</p> <ul style="list-style-type: none"> o Participate in required professional development activities. o Attend/participate in professional conferences, seminars or meetings. <p>7. Additional Responsibilities</p> <ul style="list-style-type: none"> o Regularly attend and participate in department/division meetings. o Participate in the process of shared governance by contributing to the academic community through committee work on the department, division, college and/or district level, or participate in other significant non-classroom college, district or community activities <p>8. Current Status of position?</p> <ul style="list-style-type: none"> • Filling a Vacancy- This is a replacement position to replace 3 recent retirees from 217-2018 alone. <p>9. Strategic Staffing Rationale</p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <ol style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. <u>Critical threshold of educational or support services (see below)</u> e. Essential supervision <p>10. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> f. Specify whether the position is included or not included in the current budget Not included g. Key code and Object code 1375601 h. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$60,050 (Class 1, Step 6) to \$90,196 (Class VII, Step 10) ii. Includes benefits, or not Unknown i. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Instructor, Media Comm/ Video Production</p> <p>Unit/Classification AFT/IN10</p> <p>Position # IN-00247</p> <p>FTE: 1.0</p> <p>Department MCOM/Video Production</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Perform all duties of full-time Instructional faculty (Media Communication/Video Production) 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy. This position will replace a full-time faculty retirement. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <p align="center">Critical threshold of educational or support services: As the Media Communication courses continues to grow enrollment, and with a historic need for this position, the need to support the delivery is imperative to the addition of the faculty position.</p> 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Position is included in the 2019-2020 budget b. Key code and Object code: 1375401-1110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: Class I Step 6 to Class VII, Step 10: \$54,591 to \$82,905 for 10-month faculty plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input checked="" type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Position Title Political Science Instructor Unit/Classification Academic Affairs/Full-time Instructor Position # NEW FTE 1.00 Department Political Economy	<p>What will the position do?</p> <ul style="list-style-type: none"> o The position will perform all duties of full-time instructional faculty in Political Science o Serve on Campus Committees, e.g. Academic Senate <p>Classroom Responsibilities Develop and implement instruction for each class period which is consistent with the official course outline. Demonstrate respect for students' rights as specified in district policy and applicable laws. Provide academic assistance and related services to students during scheduled office hours.</p> <p>Evaluation of Students Periodically evaluate student progress toward meeting course objectives; advise the students of course objectives, methods of evaluation and the results of the evaluation.</p> <p>Curriculum Participate in the development and review of curriculum as needed.</p> <p>Student Advising Advise students enrolled in the instructor's classes Participate as a faculty advisor to student organizations or clubs.</p> <p>Additional Responsibilities Regularly attend and participate in department/division meetings. Participate in the process of shared governance by contributing to the academic community through committee work on the department, division, college and/or district level, or participate in other significant non-classroom college, district or community activities.</p> <p>Current status of position?</p> <ul style="list-style-type: none"> o New position <p>Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This position is essential to maintain a critical threshold of educational services and for the continued growth of the Political Science program at Grossmont College. Currently, in addition to one position shared with Economics, we have only one full-time political science faculty member with sole responsibility for developing, nurturing, and sustaining essential political science initiatives, anticipating future needs, developing innovative activities and curriculum, and representing and promoting the discipline of political science among students, college governance, and the larger community.</p> <p>Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. This position is one of twenty-two full-time faculty positions hires that have been built into the Spring 2019 budget. b. 1386801-1110 c. Fiscal Impact: <ol style="list-style-type: none"> i. \$60,050 (Class 1, Step 6) to #91,196 (Class VII, Step 10) , plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include in RAF calculation

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Psychology Instructor – Tenure Track</p> <p>Unit/Classification AFT Position #IN- 00147</p> <p>FTE 1.00</p> <p>Department Behavioral Sciences</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> o The position will perform all duties of full-time faculty in Psychology. o FT teaching position <p>2. Classroom Responsibilities</p> <ul style="list-style-type: none"> o Develop and implement instruction for each class period which is consistent with the official course outline. o Demonstrate respect for students' rights as specified in district policy and applicable laws. o Provide academic assistance and related services to students during scheduled office hours. <p>3. Evaluation of Students</p> <ul style="list-style-type: none"> o Periodically evaluate student progress toward meeting course objectives; advise the students of course objectives, methods of evaluation and the results of the evaluation. <p>4. Curriculum</p> <p>Participate in the development and review of curriculum as needed.</p> <p>5. Student Advising</p> <ul style="list-style-type: none"> o Advise students enrolled in the instructor's classes o Participate as a faculty advisor to student organizations or clubs. <p>6. Professional Development</p> <ul style="list-style-type: none"> o Participate in required professional development activities. o Attend/participate in professional conferences, seminars or meetings. <p>7. Additional Responsibilities</p> <ul style="list-style-type: none"> o Regularly attend and participate in department/division meetings. o Participate in the process of shared governance by contributing to the academic community through committee work on the department, division, college and/or district level, or participate in other significant non-classroom college, district or community activities <p>8. Current Status of Position</p> <ul style="list-style-type: none"> o Vacant since 2012 <p>9. Strategic Staffing Rationale</p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <ol style="list-style-type: none"> a. Legal mandates b. Accreditation requirements c. Health and safety priorities d. <u>Critical threshold of educational or support services</u> e. Essential supervision <p>3. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget xxx b. Key code and Object code 1386001 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$45,439 (Class 1, Step 1) to \$78,456 (Class VII, Step 10) ii. Includes benefits, or not YES d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Research and Planning Analyst</p> <p>Unit/Classification: CSEA/CL-44</p> <p>Position #: CL-00678</p> <p>FTE: 1.0</p> <p>Department: District Research, Planning and Institutional Effectiveness (RPIE)</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> • Assist in the design, implementation, analysis, and report preparation and dissemination of findings related to statistical, demographic and empirical studies. • Qualitative and quantitative analysis and design surveys that support the College's strategic priorities • Analytical and technical support for districtwide institutional effectiveness projects • Maintain data integrity and provide support for state and federal reporting requirements • Help to coordinate the districtwide strategic planning process, including administrative unit planning in District Services • Assist in collecting and maintaining data and/or reports to support program review, student outcomes, accreditation, and onboarding. <p>2. Current status of position? To fill vacancy due to resignation (effective 1/11/2019)</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p style="padding-left: 40px;">This position is essential to the operations of the District Research, Planning & Institutional Effectiveness department to maintain a critical threshold of educational and support services.</p> <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. This position is included in the current budget b. Key code and Object code: 1114001 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$67,500 plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number