**Process for Staffing Requisition, Faculty and Classified**

1. By the time a requisition is prepared, the decision has usually already been made at the college level to hire a certificated or classified staff member. The campus president rarely denies a requisition.
2. Once a requisition is prepared, it goes to the district office Department of Human Resources (DOHR).
3. From the DOHR, the requisition goes to a subcommittee of the Chancellor’s Cabinet. This subcommittee then makes a decision as to the necessity of the position. This subcommittee is a fairly new step in the decision process, added in light of budget conditions.
4. From the subcommittee, the requisition then goes to the Chancellors Cabinet which then affirms or denies the request.
5. After the Chancellor’s Cabinet, the district chancellor makes the final decision whether or not to fill the position.