This form should be used for requesting new staff positions and included in the program review process.

Initiator:  
Date:  
Department:

Requested Amount: 820 hour ISS per Human Resource initial placement

Divisional Rank (if any): N/A

Position description (please provide details about the position need):
[form will expand as needed]

Individual will assist instructor in classroom/lab; will check, inventory and maintain equipment, materials, and supplies required for student instructional needs; and will aid in general safety of the lab environment.

Statement of Need (Justify the need for the position)

This position has been filled inconsistently with student workers who have also been in the welding program. Some semesters there is a student worker, other semesters there has not. A reliable and consistent person to perform the duties outlined above is needed. There is no associate faculty in the welding program to assist the full-time faculty in setting up and arranging the lab and/or dealing with maintenance of the equipment. The ISS would be present to assist/deal with equipment issues during actual class-time, thus freeing up the faculty member to focus on teaching. Welding is the only CTE lab without an ISS. Welding classes are maxed with enrollment every semester.

Link with Institutional Goal/Assessment Results (Describe):

One of the program goals is to provide quality instruction and learning environment, as well as practices to improve upon the programs and services we offer. The ISS would aid the program toward this goal, and would free up the instructor to better serve students according to our Educational Master Plan goal 1.2: Improve support for students, and goal 5.1: Improve student engagement among all students.