CLASSIFICATION SPECIFICATION PROPOSAL FORM

The MCCC Classification System Review Committee welcomes MCCC members, as well as administrators from across the Massachusetts Community College system, to submit proposals for additions, deletions, or modifications to the Classification System.

Updates to the MCCC Classification System will have system-wide impact across the fifteen community colleges, with applications for multiple employees, departments, and colleges. For that reason, proposers are strongly encouraged to consider this broad context along with feasibility of system-wide implementation when drafting a proposal. The Committee recommends soliciting feedback and expertise from the MCCC's Professional Staff Committee, and/or from Human Resources representatives from across multiple sister colleges, to strengthen the viability, and thus the likelihood of approval, for each proposal.

NAME(S) OF PROPOSER(S)	
CURRENT JOB TITLE(S) OF PROPOSER(S)	
COLLEGE(S) OF PROPOSER(S)	
LEAD CONTACT EMAIL	
LEAD CONTACT PHONE	

The Classification Specification Review Committee may reach out with questions regarding your proposal.

☐ ADD A CLASSIFICATION

Proposed classification title:

Proposed classification grade:

For the committee to review these items MUST be submitted:

1) This form

2) Draft of proposed classification specification following the format of existing classifications.

3) Rationale for the proposal
   In one page or less, please provide an rationale for this new classification. This should include reference to any related classifications, the need for this role, and any the classification of any current employees doing similar work.

4) Confirmation of Review
   ☐ I certify that I have reviewed the current classifications and confirm no current classification fulfills the requirements of this proposed classification. [https://www.mass.edu/forfacstaff/classificationspecs/home.asp]

☐ MODIFY A CLASSIFICATION

Proposed classification to change:

For the committee to review these items MUST be submitted:

1) This form

2) The existing classification specification with proposed changes marked in track changes

3) Rationale for the proposal
   In one page or less, please provide an explanation for these suggested changes, how these changes fit into this classification and not a similar one, and any known impacts for others in this classification.

☐ DELETE A CLASSIFICATION

Proposed classification to retire:

For the committee to review, these items MUST be submitted:

1) This form

2) The existing classification specification

3) Rationale for the proposal
   In one page or less, please provide an explanation for the retirement of this classification and any known impacts for others currently in this classification.

ALL PROPOSALS SHOULD BE SENT VIA EMAIL TO:

b7@dhe.mass.edu