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| CONNECTICUT STATE COMMUNITY COLLEGE OFFICE OF PRESIDENT JOHN MADUKO New Britain, CT 06051 | TOPIC: Hiring Procedure |
| | SUB-TOPIC: Grant-Funded |
| | DATE May 5, 2023 |

ADVISORY: GUIDANCE LETTER NO. 2

TO: CT STATE COMMUNITY COLLEGE CHIEF EXECUTIVE OFFICERS/PRESIDENTS AND HIRING MANAGERS

FROM: Ann Harrison
Chief of Staff

SUBJECT: Hiring for Grant-Funded Positions

Purpose:

To provide campus CEO/Presidents Hiring Managers with guidelines for hiring grant-funded positions.

Action Requested: Those seeking to fill a grant-funded position will complete an RTF that includes evidence of the following:

- The position is 100 percent grant-funded for the duration of the hire including salary and fringe.
- Defined position start and end date.
- Grant proposal and Executive Summary will be on file with the Office of Strategic Partnerships & Enterprise Performance.
- Grant-funded positions with a duration of 3 years or more will have a review in Year 3 for Institutional Effectiveness.
- The hiring manager has completed the State Grant Development and Proposal Submission & Review Process.

Summary and Background:

This process is required to allow for the hiring of staff funded as part of a grant initiative that is funded outside of CT State’s general operating or personnel budget. This will also allow the Office of Strategic Partnerships & Enterprise Performance to track and evaluate not only positions but

program outcomes but also to evaluate the effectiveness for the betterment of the institution and advise on continuation and/or conclusion.

Evaluation Details:

- a. Full Grant Proposal & Budget
- b. Grant Executive Summary
- c. Defined Outcomes/KPIs for Grant Initiative
- d. Year 3 Evaluation Template (pending)

Inquiries: Please direct inquiries to Dr. Tom Coley, Executive Vice President of Strategic Partnership and Enterprise Performance.

References:

- a. State Grant Development and Proposal Submission & Review Process (Attachment D)