

Proposed Out-of-Cycle Program Review Resource Request Process

The vast majority of resource requests are made through the program review process. However, there are cases in which resources are needed outside of the usual program review timeline. These include timely and/or major needs (e.g. requests over \$20K) related to grants, external initiatives (e.g. state, accreditation, etc.), and replacements of faculty and staff positions.

VC does not currently have a systematic process to ensure that requests of this nature are reviewed in a consistent and transparent manner. In fall 2020, a College Planning Committee taskforce was convened to develop a first draft of a process. This taskforce was composed of Maria Flores (Counseling Faculty), Sebastian Szczebiot (Classified Senate President), and Phillip Briggs (Dean of Institutional Effectiveness). The draft process is described below.

Requests Included

This process will be limited to the following types of resource requests. Each request that is submitted must provide detail on why it was not included as a request in the annual program review process.

1. Full-Time Faculty Replacements
2. Full-Time Faculty Growth Positions
3. Full-Time Staff Replacements
4. Full-Time Staff Growth Positions
5. Administrator Replacements
6. Administrator Growth Positions
7. Equipment, Facilities, and/or Technology Requests

Steps in Process

1. Department Chair, Coordinator, or Administrator completes [out-of-cycle resource request form](#).
2. Request goes to relevant VP for approval.
 - a. All faculty requests are sent to Academic Senate President as informational items.
 - b. Classified requests are sent to Classified Senate President as informational items.
 - c. Equipment, facilities, and technology requests are sent to Budget Resource Committee tri-chairs as informational items.
3. The VP approves or denies the request – notifies both the Exec Team and relevant committee
4. If the VP approves the request, it goes to the College President and Executive Team for discussion.
5. The College President and/or Executive Team bring the request to the relevant committee for feedback and input.
 - a. The committee provides feedback to the President and Executive Team. In particular, the committee indicates whether they believe the request should receive out-of-cycle funding, or if it should be included in the next annual program review.
6. College President decides whether to fund the request, and communicates his/her decision to the requestor, VP, and the relevant committee before the next committee meeting.

Process Evaluation

Once implemented, the process would be regularly evaluated to determine its effectiveness. If needed, refinements and changes would be made on an ongoing basis.