



Office of the President

To: Dan Clark, Academic Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Eric Martinsen; Sebastian Szczebiot, Classified Senate President  
Date: May 25, 2021  
Re: Faculty Out of Cycle Resource Request

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed the following request. The president's response is included below, with the details in the individual request form attached to this memo. A member of the Executive Team will be available to attend an Academic Senate meeting to discuss this request.

Requestor	Position Request	Division/Department	Response
Eric Martinsen	English Instructor	English	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open English faculty position. This requires further discussion at the department level to determine the need that best serves the program and college. The request is recommended for a Program Review submission in 2021-22.

Please share this information as appropriate. Thank you for your contribution to this process.

## Out-of Cycle Resource Request Form

Complete this form to request resources that were not included in your program review. This is not intended to replace or circumvent program review. It can only be used in the case of a time-sensitive need that arose outside of the usual program review cycle.

After completing the form below, the request will go to the Vice President over your area. If the Vice President approves the request, it will go to the President and Executive Team for consideration.

### Q1. Type of Resource Requested:

- Full-Time Faculty

### Q14. Is this a new resource or a replacement of an existing resource?

- Replacement

### Q3. Description of Request:

If this is a staffing request please include the following information:

- Position title
- Position number (if this is a replacement)
- Date that the hire is needed

Full-time English Instructor  
VFT362  
Fall 2021

### Q4. Why was this request not included in the annual program review process?

The retirement paperwork was filed in March 2021, too late for the annual program review process.

### Q17. Why is this request needed at this time (as opposed to going through the annual program review process)? Please describe how your program will be impacted if this request is not approved.

Each full-time faculty member plays a vital role in the program, especially in support of students as we develop new responses to AB705 such as super-supported English 1As and 1A readings with Guided Pathway CMCs. Also, hiring a new FT faculty member in English opens the potential to diversify our faculty and address our equity/obligation gaps in English with Latinx and Black male students.

### Q12. Estimated Cost

120000

**Q15. Funding Source (e.g. General Fund, Categorical, etc.)**

General Fund

**Q5. Which of the following does this request align with (check all that apply):**

- Educational Master Plan Goal 1 - Increase Student Success and Equity
- Educational Master Plan Goal 2 - Increase Student Access
- External Requirement (Describe):

Vision for Success and AB705

**Q10. Your Name**

Eric Martinsen

**Q11. Your VCCCD Email Address**

[emartinsen@vcccd.edu](mailto:emartinsen@vcccd.edu)

**Q7.**

**Vice President Over Your Area**

- Jennifer Kalfsbeek-Goetz

**Q16. President's Response (To be completed by College President)**

As part of our [Out of Cycle Resource Request process](#), the Executive Team has reviewed your request to backfill an open English faculty position. This requires further discussion at the department level to determine the need that best serves the program and college. The request is recommended for a Program Review submission in 2021-22.

Click the submit button below to send this request to your Vice President.