

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 systematic and transparent manner. Thus, the Dean of Institutional Effectiveness has developed a draft process, which is described below.

Steps in Proposed Process

1. Requestor completes [out-of-cycle resource request form](#).
2. Request goes to relevant VP for approval.
3. If the VP approves the request, it goes to the College President and Executive Team for discussion.
4. The College President and/or Executive Team bring the request to the College Planning Committee for feedback and input.
5. College President makes a decision about whether to fund the request, and/or provides feedback within 30 days of the VP's approval.
6. College President communicates this decision to the College Planning Committee, and any other relevant committees or groups.

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