



Office of the President

To: Dan Clark, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Felicia Dueñas; Sebastian Szczebiot, Classified Senate President
Date: August 11, 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
Felicia Dueñas	Temp FT Faculty	Career Education II Veterinary Program	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a temporary full time faculty position for the Veterinary program, due to a failed hiring process. It is felt this position is necessary for the continuity of the Veterinary program. The position is also required for accreditation. As such, I support hiring a replacement for this position.

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?

- New

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**

I would like to request a Temporary Full-Time Faculty for the veterinary program for the fall 2021 semester. The individual who was selected for the permanent full-time position resigned yesterday due to COVID-related reasons and we need a full-time instructor to take her load. The position number is VFT297. The requested hire date is 8/10/21.

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

The vacancy was not anticipated.

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.

This request is time sensitive as classes are scheduled to start in one month and we do not have enough part-time faculty to teach the courses as scheduled. The majority of the classes are lab and would best serve the students if taught in person.

Q12. Estimated Cost

\$50,000 salaries and benefits

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

Request to use CARES funds

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

Q10. Your Name

Felicia Duenas

Q11. Your VCCCD Email Address

fduenas@vccd.edu

Q7.

Vice President Over Your Area

- Jennifer Kalfsbeek-Goetz

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

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