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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 position replacements.

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 (CPC) 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). This first draft was presented to CPC on Oct 28, 2020. CPC feedback was then incorporated into the draft. The updated version is 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. The Academic Senate President is notified of all faculty requests.
   b. The Classified Senate President is notified of all staff requests.
   c. The Budget Resource Committee tri-chairs are notified of equipment, facilities, and technology requests.
3. The VP approves or denies the request – notifies both the Exec Team and relevant committee chair(s).
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. The committee provides a recommendation to the President and Executive Team about the request. 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.
   a. Administrator requests are brought to the Academic Senate and Classified Senate.
   b. Faculty requests are brought to the Academic Senate.
   c. Classified staff requests are brought to the Classified Senate.
   d. Equipment requests are brought to the Budget Resource Committee.
   e. Technology requests are brought to the Technology Advisory Group.
   f. Facilities requests are brought to the Facilities Oversight Group.
6. College President decides whether to fund the request, and communicates his/her decision to the requestor, VP, and the relevant committee within 30 days.

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.