



Office of the President

To: Dan Clark, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Lisa Putnam; Sebastian Szczebiot, Classified Senate President
Date: September 14, 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
Lisa Putnam	Temp FT Faculty	Modern Languages - Spanish	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open full time Spanish faculty position with a temporary instructor for the Spring 2022 semester, due to a retirement. It is felt this position is necessary for the continuity of the Modern Languages department. 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?

- 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

Temporary Full-Time Faculty (Spring 2022)
To replace Ben Somoza who is retiring the end of Fall 2021
Person would be in place January 6 through May 18, 2022

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

We did include the position in our last program review, but we did not know that Ben would retire mid-year.

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.

Ben decided to retire mid-year

Q12. Estimated Cost

\$80,000 (1 semester salary plus benefits)

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

Q10. Your Name

Lisa Putnam

Q11. Your VCCCD Email Address

LPutnam@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.