



Office of the President

To: Dan Clark, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Debbie Newcomb; Sebastian Szczebiot, Classified Senate President
Date: January 25, 2022
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
Debbie Newcomb	FT Faculty	Criminal Justice	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open full time Criminal Justice faculty position, due to a retirement. It is felt this position is necessary for the continuity of the Criminal Justice 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**

Criminal Justice FT Faculty
Position # VFT-380
August 2022

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

Kelly Wellman submitted retirement papers to be effective 12-31-21. I did not receive these until I returned from winter break on 01-03-22. She did not anticipate this early retirement but needed to do it for personal reasons.

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.

One of the three CJ full-time instructors, Richard Goff, retired in December of 2017. No replacement has been approved despite multiple program review requests. Now with Ms. Wellman's retirement, we are left with only one full-time faculty for the CJ Department. This department provides significant degrees and certificates for the college as well as the police academy. In 2020-2021, we awarded 169 degrees and certificates plus the credit and noncredit certificates for the police academy. The students need support and guidance. All of this work should not fall on one full-time faculty who is also serving as the Department Chair.

Q12. Estimated Cost

\$125,000 per year

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
- Educational Master Plan Goal 3 - Strengthen Local/Regional Partnerships

Q10. Your Name

Debbie Newcomb

Q11. Your VCCCD Email Address

dnewcomb@vccd.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 full time Criminal Justice faculty position due to a retirement. It is felt this position is necessary for the continuity of the Criminal Justice department. As such, I support hiring a replacement for this position.

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