



Office of the President

To: Dan Clark, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Lisa Putnam; Jordana Ybarra-Telias, Classified Senate President
Date: March 17, 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
Lisa Putnam	FT Faculty	Psychology	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request to backfill an open full time Psychology faculty position, due to a retirement. It is felt this position is necessary for the continuity of the Psychology 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**

Full-Time Faculty in Psychology to replace Mark Pauley

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

Mark Pauley submitted his retirement paperwork at the beginning of March 2022.

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.

The psychology discipline is already down one FT position (Winnie Rivera was a late retirement in Summer 2019 and we never filled that position). With Mark Pauley's retirement, the discipline is down 2 FT positions. With the development of a PACE option for the ADT in Psychology (the third most popular major in Fall 2021, with NS being #1 and BUS being #2), the enrollment demand cannot be met without at least one additional FT faculty member. Mark Pauley, and the other two FT faculty have been regularly asked to teach multiple sections of extra-large classes because we have not been able to staff additional CRNs with adjunct faculty, enrolling up to 80 students per CRN. Now that Mark is retiring, this will severely limit the number of available seats in PSY. In addition, our remaining two FT faculty members have clinical psychology backgrounds, rather than research; we depended on Mark to teach the Intro to Research class -- a very challenging and critical course for psychology majors, and a difficult class to staff adequately with adjunct faculty.

Some key figures for overall discipline:

632 students identify Psychology as their major in Fall 2021; 733 students in Fall 2020, and 703 in Fall 2019.

Productivity (525): Fall 2021: 600; Fall 2020: 698; Fall 2019: 708

Fill Rates: Fall 2021: 89.4%; Fall 2020: 86.5%; 90.0%

Avg Enrl/CRN: Fall 2021: 46.8; Fall 2020: 52.7; Fall 2019: 55.6

Q12. Estimated Cost

\$150,000

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 2 - Increase Student Access

Q10. Your Name

Lisa Putnam

Q11. Your VCCCD Email Address

LPutnam@vcccd.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.