



Office of the President

To: Dan Clark, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Aaron Jones; April Montes, Classified Senate President
Date: January 25, 2023
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
Aaron Jones	FT Faculty (Temp)	Anthropology	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a full time temporary faculty position for the Anthropology department, due to a sabbatical leave. It is felt this position is necessary for the continuity of the Anthropology 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**

Instructor, Anthropology - VFT400-00 - Fall 2023 (Full Time TEMP)

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

The leave this instructor is taking was not approved at that time.

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 full time contract faculty member is going on a sabbatical leave for Fall 2023 to write curriculum for the Forensic Science Program. The instructor typically teaches four courses (lectures and labs) and two Criminal Justice courses. For the last 5 years in Fall, the average fill rates for Anthropology was 86% (starting with AY18 the rates are as follows: 86.9, 89.1, 90.3, 82.2, & 81.9). If we do not have a full time instructor ready to teach these courses, it will impact the consistent needs of students and future prospective interests in the discipline as we wouldn't be able to fulfill the need with the present pool of non-contract faculty at VC or in the district for this area. It was also reduce our divisional plans to increase visibility and grow enrollment in STEM areas that are not as commonly promoted, we hope to connect with Outreach, Counseling and local organizations and educational institutions to increase access to STEM disciplines for more underrepresented students.

Q12. Estimated Cost

80,000

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 1 - Increase Student Success and Equity
- Educational Master Plan Goal 2 - Increase Student Access
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness

Q10. Your Name

Aaron Jones

Q11. Your VCCCD Email Address

ajones@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.