



Office of the President

To: Dan Clark, Academic Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Debbie Newcomb; April Montes, Classified Senate President  
Date: January 12, 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
Debbie Newcomb	FT Faculty	EMT (Initial focus: Paramedic Studies)	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request for a full time faculty position for the EMT program, due to a resignation. It is felt this position is necessary for the continuity of the EMT program. 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

EMT Full-Time Instructor (Initial Focus: Paramedic Studies)  
VFT-268  
08-10-23

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

The current faculty in the position resigned as of 01-05-23 leaving us without anyone in the position.

### 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.

Losing a full-time faculty in this position leaves the program in dire straits. We will have to rely heavily upon adjunct faculty, who are often mandated by their primary employers, resulting in the need for substitutes to cover the hours. This results in a last-minute replacement for complex lectures with minimal prep time, which does not serve the students well. Course cancellations are not helpful as these programs are regulated by CA State to have minimum hour content in specific areas. Workload from this position will end up falling upon the program coordinator who will need to take on any uncovered class time in addition to his own teaching and program coordination duties. We cannot wait until the next program review cycle.

Filling this position would allow for a fully committed educator to put the students first by providing consistently formatted and delivered material, having regular office hours, and being availability on campus to help prepare more successful students. This position is essential for student success in a program that prepares them for in-demand careers and will also enable us to meet the needs of local industry by growing our program to help them meet their workforce needs.

**Q12. Estimated Cost**

\$120,000

**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 3 - Strengthen Local/Regional Partnerships

**Q10. Your Name**

Debbie Newcomb

**Q11. Your VCCCD Email Address**

[dnewcomb@vcccd.edu](mailto:dnewcomb@vcccd.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 for a full time faculty position for the EMT program, due to a resignation. It is felt this position is necessary for the continuity of the EMT program. As such, I support hiring a replacement for this position.

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