



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: February 16, 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	Life Sciences/Biology	As part of our <a href="#">Out of Cycle Resource Request process</a> , the Executive Team has reviewed your request to backfill an open Life Sciences/Biology position, due to a recent resignation. It is felt this position is necessary for the continuity of the Sciences division. 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 member Life Sciences/Biology to replace Gabi Wood who is separating from the College. Needed by 8/10/2023.

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

Gabi Wood had not yet resigned her position at the time of program review.

### 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.

We have completed the PR prioritization process for 2023-2024. The department is in need of a full-time faculty member to replace her to meet student need and high student demand.

### Q12. Estimated Cost

\$175,000

### Q15. Funding Source (e.g. General Fund, Categorical, etc.)

GF

### 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**

Jennifer Kalfsbeek-Goetz on behalf of Aaron Jones

**Q11. Your VCCCD Email Address**

[ajones@vcccd.edu](mailto:ajones@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 to backfill an open Life Sciences/Biology position, due to a recent resignation. It is felt this position is necessary for the continuity of the Sciences division. As such, I support hiring a replacement for this position.

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