



Office of the President

To: Rachel Johnson, Academic Senate President
From: Dr. Kim Hoffmans, President
CC: Executive Team; Felicia Dueñas; April Montes, Classified Senate President
Date: February 27, 2024
Re: Faculty Out of Cycle Resource Requests

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
Felicia Dueñas	FT Faculty	Agricultural Production (Veterinary Technology)	As part of our Out of Cycle Resource Request process , the Executive Team has reviewed your request for a full time Agricultural Production (Veterinary Technology) faculty position for the Agriculture department, due to a resignation. It is felt this position is necessary for the continuity of the Agriculture 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.

Q18. Division/Department

Career Education/Agriculture

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

Replace full-time tenure-track Agricultural Production (Veterinary Technology - VFT433-00) faculty member who submitted resignation effective May 2024. New hire needed for fall 2024 semester (8/8/24).

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

Full-time instructor submitted her resignation after program review submission deadlines.

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 veterinary technology program currently has one full-time faculty member. The program was recently approved to hire a second full-time faculty member in order to have sufficient personnel to meet accreditation requirements for the program director role and the program's instructional needs.

Q12. Estimated Cost

\$150,000

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

General Fund (20%), Strong Workforce Program - Local (80%)

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
- Educational Master Plan Goal 4 - Enhance Institutional Effectiveness
- Educational Master Plan Goal 5 - Effectively Manage Campus Resources
- External Requirement (Describe):

AVMA Accreditation

Q10. Your Name

Felicia Duenas

Q11. Your VCCCD Email Address

fduenas@vccd.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.

Request