To: Alex Kolesnik, Academic Senate President

From: Dr. Kim Hoffmans, President

CC: Executive Team; April Montes, Classified Senate President

Date: June 7, 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
Felicia Dueñas	FT Faculty	Construction Technology	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 Construction Technology program, due to a resignation. It is felt this position is necessary for the continuity of the Construction Technology 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**

This is a request to replace the full-time academic instructor for the construction technology program. The tenure-track incumbent submitted his resignation effective June 1, 2023. We would like to hire a replacement to start in spring 2024.

Q4. Why was this request not included in the annual program review process?
The tenure-track incumbent submitted his resignation documents on June 3, 2023 with a June 1, 2023 effective date.

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 construction technology program only has one full-time faculty member. The program prepares students for a wide range of in-demand middle skill construction related occupations and is the only construction technology program in our region. The program is also a State approved partial provider of the Electrician Certification Curriculum. A full-time faculty is needed to provide leadership to the program.

Q12. Estimated Cost
$75,000 in salary and benefits for the 2024 spring semester

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
Felicia Duenas

Q11. Your VCCCD Email Address
fduenas@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 Construction Technology program, due to a resignation. It is felt this position is necessary for the continuity of the Construction Technology program. As such, I support hiring a replacement for this position.

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