



Office of the President

To: Rachel Johnson, Academic Senate President
From: Dr. Claudia Lourido-Habib, President
CC: Executive Team; Aaron Jones; Michael Haydon, Classified Senate President
Date: August 8, 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
Aaron Jones	FT Temporary Faculty	Chemistry	As part of our Out of Cycle Resource Request process , the Executive Team met on August 5, 2024 and reviewed your request to hire a full-time temporary Chemistry faculty, due to a resignation. It is felt this position is necessary for the continuity of the Sciences division. As such, I support hiring a full-time temporary 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
Sciences

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

Chemistry instructor- Full Time TEMP

VFT424-00

ASAP

Q4. Why was this request not included in the annual program review process?
faculty member resigned officially as of this week.

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.

If we are not able to hire at this moment, we will not be able to staff full courses this fall 2024

Q12. Estimated Cost
100000

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

General

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 5 - Effectively Manage Campus Resources

Q10. Your Name

Aaron Jones

Q11. Your VCCCD Email Address

ajones@vcccd.edu

Q7.

Vice President Over Your Area

James Zavas

Q16. President's Response (To be completed by College President)

As part of our [Out of Cycle Resource Request process](#), the Executive Team met on August 5, 2024 and reviewed your request to hire a full-time temporary Chemistry faculty, due to a resignation. It is felt this position is necessary for the continuity of the Sciences division. As such, I support hiring a full-time temporary replacement for this position.

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