



# Resources That Can Be Requested Through Program Review

## 1. Personnel

- a. Faculty – full-time positions only
- b. Classified Staff – full-time and part-time positions

## 2. Non-Personnel – one-time purchases

- a. Equipment – New or replacement equipment can be requested
  - Replacement equipment – only if cost is over \$3,000. If under \$3,000, request should go through division budgeting process.
  - Furniture and classroom changes are **not** included
    - Examples – replacement furniture, converting classroom to active furniture, etc.
    - Classroom changes are reviewed by Facilities Operations Group
- b. Facilities – requests that are less than \$150K and are not part of scheduled maintenance.
  - Scheduled maintenance examples – painting, carpet, plumbing, roofing, windows
  - Scheduled maintenance requests should be made through [FMO Work Order process](#)
- c. Technology – new one-time requests only
  - Examples – cameras, new lab, wired connections, etc.
  - Replacement technology – **not** included. These are addressed through the [existing technology refresh process](#).

## 3. “Other” Requests

This category is for requests that do not fall into any of the above categories

- These requests are **not** sent to campus committees or the Executive Team for prioritization
- Rather, they are used as documentation and information for annual division budget meetings.

For more detail, please see the [Program Review Handbook](#)