

# Resource Allocation Process

Resource allocation requests should be made through the annual Resource Allocation Process. All resource requests (personnel, B-budget, facilities, technology, equipment) are forwarded to and prioritized by the appropriate academic, administrative or student services division or by the subcommittee for prioritization of committee plans. All programs and services must participate in the program review process that includes annual updates in the years a program does not complete a full review. Program review and program review updates, Student Learning Outcomes and Assessment, and related supporting data will be reviewed as part of each request.

1. Prioritized requests from divisions, departments and Core Missions are submitted to the Operations Planning Committee.
2. Divisions and Departments may bring their requests to one or more Core Mission Workgroups first to gain more information or support. Core Mission Workgroups may submit their own requests.
3. All resource requests submitted to the OPC are vetted for accuracy in data and metrics and are then presented to the Planning and Resource Council (PaRC) for final prioritization in alignment with the Educational and Strategic Master Plan.
4. Final prioritizations are then forwarded to the College President for consideration.

## Emergency Requests

Unexpected resource needs that occur outside the normal allocation calendar may be submitted to cabinet by the responsible administrator. Allocations that are granted will be reported back to PaRC.

### ***Procedures***

All requests for resource allocation or resource redirection must be made through the Resource Allocation Process.

Requests for resource allocation or to fund ongoing programs or initiatives will only be considered if the ongoing program or initiative proposal has a plan that is aligned with the college mission and the Core Mission Workgroups or is designed to improve student learning. Requests which involve a new program, more than one program, or which do not fit within an existing program framework shall be accompanied by a division area review and/or planning document.

Resource reductions or eliminations should be aligned with the college mission, the Core Mission Workgroups and with improving student learning.

Resource reductions or eliminations assume a timeline that would allow the process to unfold. In an emergency, the Cabinet, including a member from the Academic and Classified Senates and/or the Planning and Resource Council could take immediate steps.

## **Funding New or Expanding Programs or Initiatives**

### ***Guiding Principles***

- Divisions or program areas identify new programs, significant program expansions, or other initiatives, which would be viable, and meet emerging student needs. This identification could be based on program review, changing demographics or workforce needs, developing technologies, etc.
- Program planning and review data or a planning document must accompany funding requests.
- Funding sources could stem from the Divisions absorbing start-up costs or from funding requested through the Resource Allocation Process.
- Deans or program leaders could write a rationale for permanent “B” budget funding, to be submitted through the Resource Allocation Process.
- Funding would follow the normal Resource Allocation Process, with the potential of seed funding through the “Fast Track to Innovation.”
- All new programs will complete program review and begin assessing student learning outcomes at the earliest reasonable time.

### ***Procedures***

All requests for resource allocation must be made through the Resource Allocation Process.

Requests for resource allocation or to fund new programs or initiatives will only be considered if the new program or initiative proposal has a plan and is aligned with the college mission and the Core Mission Workgroups or is designed to improve student learning. Requests which involve a new program, more than one program, or which don’t fit within an existing program framework shall be accompanied by a division area review and/or planning document.

## **Determining and Allocating Full-Time Teaching Faculty Positions**

Planning and Resource Council (PaRC) will only consider requests for faculty position allocation or redirection if current program review self-studies are on file. Requests which involve a new program, more than one program, or which don't fit within an existing program framework shall be accompanied by a division area review and/or planning document.

### ***Guiding Principles***

Multiple factors should be considered:

- Areas of the College do not “own” faculty positions; vacant positions revert to the College for possible reassignment.
- Positions should be evaluated based on College mission, strategic initiatives, and student learning.
- Departments with a high part-time faculty to low full-time faculty ratio should have priority, unless a department cannot, under unique circumstances, find any part-time faculty available to teach in a discipline.
- Departments with increasing enrollments should have priority over departments with decreasing enrollments.
- Highly “viable” programs should have priority over less viable programs. “Viability” should be determined by program review and should include such issues as assurance of future enrollments, availability of facilities, and provision of proper staff support.
- Established departments with no full-time faculty and viable newly proposed departments should have priority over departments with existing full-time faculty.
- Departments needing full-time faculty to address health/safety/legal requirements should have priority over programs having lesser such need.
- Departments should exhaust the possibility of reassigning other (possibly under loaded) full-time faculty to department before being authorized to proceed with full-time hire. Such reassignments should be consistent with contract provisions.

Criteria that should not be used:

- Whether or not the productivity of a department (measured in WSCH/FTE) is high or low. Departmental productivity may properly be used in determining the number of sections of classes offered and whether or not to continue a program, but productivity should play a much lesser role in deciding what portion of classes in a department should be taught by full or part-time faculty.
- The number of years a department has been making a request for a full-time hire.
- Recent retirements/resignations/reassignments of full-time faculty in a department.

Additional factors that should be used if there are more candidate pools than positions available:

- Positions with a truly exceptional candidate should have priority over positions with a less qualified applicant pool.
- Positions with a candidate able to teach in multiple disciplines should have priority over positions containing applicants able to teach in only a single discipline.
- Positions whose filling would advance the College's equal opportunity goals should have priority over those whose filling would not.

### ***Procedures***

- The District office communicates to the campus the number of available positions early in the fall quarter.
- The College President estimates additional positions that might become available due to unannounced retirements/resignations.
- Faculty requests are made through the Resource Allocation Process. PaRC examines the prioritized lists of faculty requests to make final recommendations to the College President.

- The College President makes the final decision based on recommendations from PaRC and available resources.
- PaRC will consider additional requests later in the academic year if new faculty needs emerge due to an unanticipated vacancy or if other needs emerge in the context of existing unfilled requests. The College President makes final decisions on additional recommendations from PaRC.

## **Determining and Allocating Contract Classified Staff Positions**

The Planning and Resource Council (PaRC) will only consider requests for classified staff position allocation or redirection if current program review self-studies are on file. Requests which involve a new program, more than one program, or which don't fit within an existing program framework shall be accompanied by a service or division area review and/or planning document.

### ***Guiding Principles***

Multiple factors should be considered:

- Areas of the College do not “own” classified positions; vacant positions revert to College for possible reassignment.
- Positions should be evaluated based on College mission, strategic initiatives, and student learning
- Departments needing classified staff to address health/safety/legal/security requirements should have priority over programs having lesser such need.
- Evaluate available positions based on where money is currently spent on casual labor, comp time, and overtime.
- Highly “viable” programs should have priority over less viable programs. “Viability” should be determined by program review and should include such issues as assurance of future enrollments and/or services to students, availability of facilities and funding, and provision of proper staff support.
- Consider reallocating or eliminating the workload if a position is eliminated.
- Consider allocating positions to areas where workload is high if a position becomes available.
- Weigh the creation of new positions with the redistribution of work and workload.
- Adhere to union contract rules

### ***Procedures***

Classified staffing requests are made through the Resource Allocation Process. PaRC examines the prioritized lists of classified staffing requests to make final recommendations.

- Recommendations should follow classified union contract guidelines and management should meet and confer with the union(s) on changes in classified staff positions as required by the contract(s).
- The College President makes the final decision based on recommendations from PaRC and available resources.
- PaRC will consider additional requests later in the academic year if new classified staffing needs emerge due to an unanticipated vacancy or if other needs emerge in the context of existing unfilled requests. The College President makes final decisions on additional recommendations from PaRC.