

## Resource Requests

**NOTE:** Program Review authors are strongly urged to share a draft of the resource request with their Dean at least two weeks prior to submission. The Dean's perspective and input on the resource request content is vital to it being as strong, accurate and persuasive as possible.

### *Full-Time Faculty Positions*

1. Describe the position being requested (e.g., biology faculty with expertise in anatomy).
2. Describe the rationale and motivation for the request. Include information on program LOAD; ratios of full-time FTEF to hourly FTEF and full-time to part-time faculty; recent faculty retirements; any mandates and regulations affecting the position; and any additional reasons, including impact on the community at large.
3. Discuss how the position will help the department and/or division meet goals and support student learning as described in most recent program review.

### *Classified Staff*

**Description**

**Cost**

### *Equipment and Instructional Materials*

**NOTE:** No requests for computers for individuals or learning support centers should be put here.

**Description**

**Cost**

SHIPPING AND

TAX

*Facilities (including furniture)*

***For immediate or routine facilities requests, submit a CSM Facility Project Request Form.***

**Description**

**Cost (leave blank; facilities will provide cost estimation)**

*Other resource requests currently not funded (student assistants; program events and projects; adjunct support; etc.)*

**Description**

**Cost**