**Faculty Resource Request Prioritization Resources & Timeline:**

- [Summarized Resource Requests](#)
- [Campus Resource Request Timeline](#)
- November 1, 2024:
  - Special meeting w/ Senate officers to discuss Senate process for resource request prioritization and create proposal for approval at Senate
- November 5, 2024:
  - Regular agenda planning meeting w/ Senate officers, finalize agenda for November 12, including proposed process for resource request prioritization
- November 12, 2024:
  - Present process for resource request prioritization recommended by Senate Officers for approval by Senate body
  - Discuss and finalize criteria faculty use for review
- November 13, 2024:
  - Academic Senate President sends e-mail to Senators with all resource requests and voting document
- November 13 - 26, 2024:
  - Senators read all faculty resource requests and make their individual prioritizations using a spreadsheet
  - Senators may ask questions of faculty/programs, do additional research as needed
- November 26, 2024:
  - Present final anonymous priority list developed between meetings, discuss, add additional language/context as necessary in message to Cabinet, vote to affirm results
- November 27, 2024:
  - Academic Senate President forwards faculty prioritizations to Cabinet for consideration along division and dean prioritizations
- December 4, 2024:
  - Institutional Planning Committee (IPC) meeting with open forum for faculty, staff, and students to ask questions about prioritization decisions
- December 4 - January 10:
  - Cabinet discussion and President's final decision

**Criteria for Consideration:**

The following criteria has been discussed as important to consider when reviewing and prioritizing faculty resource requests, but this list is by no means exhaustive, and the criteria used to rank positions is ultimately up to each individual faculty member

- Compliance: health/safety/accreditation
- Division priorities
- Enrollment
  - Large increases
  - Long-term vs. short-term increase (is this increase sustainable?)
- FT / PT ratio
  - Enough units every semester to warrant FT?
  - Job duties outside of instruction (i.e. Program Review, curriculum review, evaluations, etc.)
- Retirements
  - Recent retirements that haven't been replaced
  - Consider enrollment trends since retirement(s)
- Addressing equity gaps
  - Diversify faculty
  - Student achievement gaps demonstrated through Program Review
- Supporting College/District/State initiatives
  - Alignment with EMP and college/district priorities
  - Coastside:
    - Can a campus position support work Coastside rather than hiring a faculty member specifically for Coastside?
    - Avoid duplication of duties
- Cal-GETC & Curriculum Changes (i.e. Communications added to Cal-GETC)