

## MEMORANDUM

**TO:** College of San Mateo Campus Community

**FM:** Manuel A. Pérez, Ed.D, President

**DATE:** September 4, 2024

**RE:** College of San Mateo Fall 2024 Resource Request Process for Fiscal Year 2025-2026

Each year, the College provides a mechanism for any department to recommend and request resources. Resource requests include (staff, faculty, technology, augmentation requests, instructional equipment, etc.). The last few years have been met with both internal and external challenges and opportunities in the areas of enrollment, resources, impact of the pandemic, and leadership transition. We are proud of the work that we have all done to support our students and the mission of the college.

This year, we are asking everyone to exercise prudence in evaluating your forthcoming resource requests with a focus on aligning our financial commitments with our strategic priorities and educational goals. To that end, we will prioritize resource requests that maintain the safety and compliance of our college environment. A limited number of personnel resource requests will be considered, including:

- **New positions** (for pre-approved new programs)
- **New positions** (for existing programs with demonstrated need or growth)
- **Replacement positions** (for existing programs with demonstrated need or growth)

All requests should provide justification that aligns with our Educational Master Plan and includes specific support for one or more of the following: Program Review Goals, Learning Outcomes (SLO, PLO, ILO), College/District Priorities.

In order to maintain full transparency and to uphold our commitment to participatory governance at CSM, we will prioritize the review of staff and faculty position requests via the process and timeline attached to this memo.

All other non-personnel resource requests should be submitted through this process by the due date, but will be prioritized in Spring 2025 pending available funds.

You can find the resource request submission process in the CSM [Website](#). All submissions are DUE **Friday, October 25<sup>th</sup>, 2024 by 11:59pm.**





# Highlight Shared Governance



# Increase Transparency

