



## Resource Request Flow as of 2023-24

### STEP 2: Resource Requests (optional)

Non-Personnel

Personnel – Classified Staff

Personnel – Instructional Faculty

Personnel – Counseling Faculty

Personnel – Librarians or other  
Non-Instructional Faculty

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#### When the “Non-Personnel” card is chosen:

Program Requesting Resources

Item Requested

Item Description

Program Goals this Request Supports

Status **choose from the drop-down options:**

- New Request – Active
- Continuing Request – Active
- No Longer Needed – Inactive
- Funded – Inactive
- Not Funded - Inactive

Type of Resource – **choose from the drop-down options:**

- Instructional Expenses (under \$5,000) e.g., lab supplies, Student Athletic supplies, calculators, etc.

Non-Instructional Expenses (under \$5,000) e.g., printing services, printing, supplies, etc.

Instructional Expenses (over \$5,000) e.g., equipment

Non-Instructional Expenses (over \$5,000) e.g., equipment

Facilities Requests

Cost

One-Time or Recurring Cost?

- One-time Cost
- Recurring Cost

Critical Question: How does this resource request support closing the equity gap?

Critical Question: How does this resource request support Latinx and AANAPISI students?

**Map Request to College Goals and Strategic Initiatives (“check all that apply” questions)**

Which of Cañada College’s Goals does this resource request support (check all that apply)?

- ☐ Student Access, Success, and Completion
- ☐ Equity-Minded and Antiracist College Culture
- ☐ Community Connections
- ☐ Accessible Infrastructure and Innovation

Which of Cañada College’s Strategic Initiatives does this resource request support (check all that apply)?

Make registration easier

Connect students to the academic program(s) and classes they need

Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete

Improve the financial stability of students

Support innovative teaching that creates more equitable and antiracist learning environments

Create and sustain an inclusive, antiracist, and equity-minded campus culture

Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps

Better share what Cañada offers

Be the best college choice for local high school students

Strengthen K-16 pathways and transfer

Help students explore and find employment in fields of their choice

Help meet the basic needs of Cañada students and other community members

Ensure the physical campus is accessible

Provide adequate access to technology

Manage resources effectively

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**When the “Personnel – Classified Staff” card is chosen:**

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Hiring Division/Department:

Position Title:

Is this position permanent?

Position Type

If Part-Time, what percentage of Full-Time is this position?

Provide # of months

Program Goals this Request Supports

Position: General Funds

Allocation: General Funds

External Funds Expiration Date

**Justification**

Describe the specific needs for the position requested and the duties of this position in a brief statement.

Explain how this position aligns with and supports the mission and strategic goals of the college.

Explain how adding this position will strengthen the department or division.

Explain how this work will be accomplished if the position is not filled.

Critical Question: How does this resource request support closing the equity gap? (text box)

Critical Question: How does this resource request support Latinx and AANAPISI students? (text box)

**Map Request to College Goals and Strategic Initiatives ( “check all that apply” questions)**

**Which of Cañada College’s Goals does this resource request support (check all that apply)?**

- ☐ Student Access, Success, and Completion
- ☐ Equity-Minded and Antiracist College Culture
- ☐ Community Connections
- ☐ Accessible Infrastructure and Innovation

**Which of Cañada College’s Strategic Initiatives does this resource request support (check all that apply)?**

- ☐ Make registration easier
- ☐ Connect students to the academic program(s) and classes they need

- ☐ Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete
- ☐ Improve the financial stability of students
- ☐ Support innovative teaching that creates more equitable and antiracist learning environments
- ☐ Create and sustain an inclusive, antiracist, and equity-minded campus culture
- ☐ Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps
- ☐ Better share what Cañada offers
- ☐ Be the best college choice for local high school students
- ☐ Strengthen K-16 pathways and transfer
- ☐ Help students explore and find employment in fields of their choice
- ☐ Help meet the basic needs of Cañada students and other community members
- ☐ Ensure the physical campus is accessible
- ☐ Provide adequate access to technology
- ☐ Manage resources effectively

**This position has been reviewed by the department or division and is recommended for hiring.**

Dean/Director/Hiring Supervisor Name

Date

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**When the “Instructional Faculty” card is chosen:**

Requesting Unit (text box)

Position Description (text box)

Status (dropdown)

- ☐ New Request – Active
- ☐ Continued Request – Active
- ☐ No Longer Needed – Inactive
- ☐ Funded – Inactive
- ☐ Not Funded - Inactive)

Duration of Position Requested (drop down)

- ☐ Permanent
- ☐ Temporary

Full-time Status (drop down)

- ☐ Full Time
- ☐ Part-Time (if part time, please provide # of months per year)

**Program Goals this Request Supports (required field)**

Critical Question: How does this resource request support closing the equity gap? (text box)

Critical Question: How does this resource request support Latinx and AANAPISI students? (text box)

- A. How does the proposed position align with specific objectives within the college’s and/or Board of Trustees/District’s strategic plans/recommendations, goals, or initiatives (see Links to College and District Goals, Plans, and Initiatives in the sidebar to the right)?
- B. How does the proposed position address the program’s or department’s goals? Please refer to specific elements of the most recent program review (e.g., comprehensive review, annual update, mid-cycle review).

**Program Need and Impact:**

A shortage of full-time faculty may limit a department/program’s ability to meet program, institutional, and site responsibilities such as committee work, program oversight, program review, etc. Certain disciplines may find it challenging to solve their staffing needs because faculty are unavailable and/or cannot be retained.

1. Number (headcount) of full-time faculty in the program or department.
2. What is the Full Time/Part Time ratio?

3. Does your current FTEF (Total Full Time Equivalent Faculty) meet the 75% annual goal? What is the FTEF in both Fall and Spring semesters over the past 3 years? What is the average per year?
4. Average number of sections offered per year.
5. Average departmental Fill Rate per year.
6. Qualitatively and quantitatively describe student demand within this discipline, especially for those courses that will be assigned to the proposed faculty member.
7. Are there any course offerings, programmatic needs, and/or degree completions impacted and/or not available due to an inadequate number of faculty?
8. Are there any course offerings, programmatic needs, and/or degree completions that will not be available if the position does not move forward at this time?
9. Please explain any special circumstances not reflected in the data reported above such as reduced sections or services due to low staffing, department/program size, location specific needs versus district-wide needs, routine full-time faculty overloads, high-need courses offered infrequently because of staffing issues, chronic under-filling of required courses, etc.

**Map Request to College Goals and Strategic Initiatives ( “check all that apply” questions)**

Which of Cañada College’s Goals does this resource request support (check all that apply)?

- ☐ Student Access, Success, and Completion
- ☐ Equity-Minded and Antiracist College Culture
- ☐ Community Connections
- ☐ Accessible Infrastructure and Innovation

Which of Cañada College’s Strategic Initiatives does this resource request support (check all that apply)?

- ☐ Make registration easier
- ☐ Connect students to the academic program(s) and classes they need
- ☐ Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete
- ☐ Improve the financial stability of students
- ☐ Support innovative teaching that creates more equitable and antiracist learning environments
- ☐ Create and sustain an inclusive, antiracist, and equity-minded campus culture
- ☐ Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps
- ☐ Better share what Cañada offers
- ☐ Be the best college choice for local high school students
- ☐ Strengthen K-16 pathways and transfer
- ☐ Help students explore and find employment in fields of their choice
- ☐ Help meet the basic needs of Cañada students and other community members
- ☐ Ensure the physical campus is accessible
- ☐ Provide adequate access to technology
- ☐ Manage resources effectively

**When the “Counseling Faculty” card is chosen:**

Requesting Unit (text box)

Position Description (text box)

Status (dropdown)

- ☐ New Request – Active
- ☐ Continued Request – Active
- ☐ No Longer Needed – Inactive
- ☐ Funded – Inactive
- ☐ Not Funded - Inactive)

Duration of Position Requested (drop down)

- ☐ Permanent
- ☐ Temporary

Full-time Status (drop down)

- ☐ Full Time
- ☐ Part-Time (if part time, please provide # of months per year)

**Program Goals this Request Supports (this is a new required text field)**

Critical Question: How does this resource request support closing the equity gap? (text box)

Critical Question: How does this resource request support Latinx and AANAPISI students? (text box)

- A. How does the proposed position align with specific objectives within the college’s and/or Board of Trustees/District’s strategic plans/recommendations, goals, or initiatives (see Links to College and District Goals, Plans, and Initiatives in the sidebar to the right)?
- B. How does the proposed position address the program’s or department’s goals? Please refer to specific elements of the most recent program review (e.g., comprehensive review, annual update, mid-cycle review).

**Program Need and Impact:**

A shortage of full-time faculty may limit a department/program’s ability to meet program, institutional, and site responsibilities such as committee work, program oversight, program review, etc. Certain disciplines may find it challenging to solve their staffing needs because faculty are unavailable and/or cannot be retained.

1. Number (headcount) of part-time and full-time counselors in the program or department.
2. Number (headcount) of full-time counselors assigned to perform non-counseling duties such as program coordinator and articulation officer.
  - a. What is the percentage of the non-counseling time assigned? a. What is the percentage of the counseling time?

3. The number of students in the program or department in the last three years.
4. The number of Student Counseling Contacts in the last three years.
5. What is the current ratio of counselors (FTEs) to student headcount within the program or department?
6. Qualitatively and quantitatively describe student demand, especially for those programs/departments that will be assigned to the proposed counseling faculty member.
7. Are there any counseling services that are not currently available due to an inadequate number of counselors?
8. Are there any counseling services that will not be available if the position does not move forward at this time?
9. Please explain any special circumstances not reflected in the data reported above such as reduced counseling services due to low staffing, department/program size, location specific needs versus district-wide needs, routine full-time faculty overloads, high-need counseling services offered infrequently because of staffing issues, etc.

**Map Request to College Goals and Strategic Initiatives ( “check all that apply” questions)**

Which of Cañada College’s Goals does this resource request support (check all that apply)?

- ☐ Student Access, Success, and Completion
- ☐ Equity-Minded and Antiracist College Culture
- ☐ Community Connections
- ☐ Accessible Infrastructure and Innovation

Which of Cañada College’s Strategic Initiatives does this resource request support (check all that apply)?

- ☐ Make registration easier
- ☐ Connect students to the academic program(s) and classes they need
- ☐ Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete
- ☐ Improve the financial stability of students
- ☐ Support innovative teaching that creates more equitable and antiracist learning environments
- ☐ Create and sustain an inclusive, antiracist, and equity-minded campus culture
- ☐ Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps
- ☐ Better share what Cañada offers
- ☐ Be the best college choice for local high school students
- ☐ Strengthen K-16 pathways and transfer
- ☐ Help students explore and find employment in fields of their choice
- ☐ Help meet the basic needs of Cañada students and other community members
- ☐ Ensure the physical campus is accessible
- ☐ Provide adequate access to technology
- ☐ Manage resources effectively

**When the “Librarian or other Non-Instructional Faculty” card is chosen:**

Requesting Unit (text box)

Position Description (text box)

Status (dropdown)

- ☐ New Request – Active
- ☐ Continued Request – Active
- ☐ No Longer Needed – Inactive
- ☐ Funded – Inactive
- ☐ Not Funded - Inactive)

Duration of Position Requested (drop down)

- ☐ Permanent
- ☐ Temporary

Full-time Status (drop down)

- ☐ Full Time
- ☐ Part-Time (if part time, please provide # of months per year)

**Program Goals this Request Supports (this is a new required text field)**

Critical Question: How does this resource request support closing the equity gap? (text box)

Critical Question: How does this resource request support Latinx and AANAPISI students? (text box)

- A. How does the proposed position align with specific objectives within the college’s and/or Board of Trustees/District’s strategic plans/recommendations, goals, or initiatives (see Links to College and District Goals, Plans, and Initiatives in the sidebar to the right)?
- B. How does the proposed position address the program’s or department’s goals? Please refer to specific elements of the most recent program review (e.g., comprehensive review, annual update, mid-cycle review).

**Program Need and Impact:**

A shortage of full-time faculty may limit a department/program’s ability to meet program, institutional, and site responsibilities such as committee work, program oversight, program review, etc. Certain disciplines may find it challenging to solve their staffing needs because faculty are unavailable and/or cannot be retained.

1. Number (headcount) of full-time non-instructional faculty in the program or department.
2. Percentage or ratio of hours staffed/services provided by full-time faculty (average from last three years).
3. Number of students and/or other relevant college community members (such as faculty) served by program in the last three years.

4. Is there a need for specific instructional areas or special service areas that exist and cannot be met by current faculty expertise?
  5. Qualitatively and quantitatively describe student/faculty demand, especially for those services that will be assigned to the proposed faculty member.
  6. Are there any services that are not currently available due to an inadequate number of librarians or other non-instructional faculty?
  7. Are there any services that will not be available if the position does not move forward at this time?
  8. Please explain any special circumstances not reflected in the data reported above such as reduced sections or services due to low staffing, department/program size, location specific needs versus district-wide needs, routine full-time faculty overloads, high-need courses offered infrequently because of staffing issues, chronic under-filling of required courses, etc.
- C. If this proposal is not funded, will there remain a minimum of one existing full-time faculty in the discipline?
- a. Yes
  - b. No
- D. *Federal or State mandates*: Is the position required by the Federal or State government, and/or is it essential to keep the college in compliance with Federal or State laws and regulations?

**Map Request to College Goals and Strategic Initiatives ( “check all that apply” questions)**

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- ☐ Ensure the physical campus is accessible
- ☐ Provide adequate access to technology
- ☐ Manage resources effectively