Proposed Urgent Resource Requests Process

Issue: Some resource requests do not fit into the standard Fall program review/plan review timeline. These requests should be handled by a process that fits into the integrated planning, program review, and resource allocation model. There is no urgent resource request process for personnel requests because personnel requests must be handled by temporary hourly assignments until the regular annual timeline for program review.

Personnel Requests

- Personnel requests for *new* positions made outside the program review timeline:
  - 1-a. IHAC, CHAC, or SSHAC form is filled out (the same forms as those attached to program review)
  - 1-b. Form sent to Program Review Committee for validation (Program Review Committee meets regularly throughout the year)
  - 1-c. If validated, form sent to IHAC, CHAC, SSHAC, or Cabinet for management requests (this proposes that HACs meet regularly in Fall and Spring) for prioritization
  - 1-d. IHAC, CHAC, and SSHAC keep a running list of personnel requests that can be reprioritized by the committee when new requests arte made
- Personnel requests for *replacement* positions already in the budget made outside the program review timeline:
  - 2-a. IHAC, CHAC, or SSHAC form is filled out (the same forms as those attached to program review)
  - 2-b. Forms sent to Cabinet for approval
  - 2-c. If approved, request goes to Administrative Exec for the final decision about whether to replace the position
  - 2-d. If the decision is not to replace the position, the request can be submitted to the Program Review Committee (go to step 1-b above) to be validated and prioritized with all other requests

Non-Personnel Requests

- Non-personnel requests made outside the program review timeline:
  - 3-a. Request form is filled out (the same form as the program review resource request form)
  - 3-b. Form sent to Program Review Committee for validation
  - 3-c. If validated, form sent to the appropriate governance committee for prioritization
  - 3-d. Governance committees access running list of requests that can be reprioritized by the committee when new requests are made

A key feature of this proposed process is an accessible database of resource requests that can be viewed online at any time and can be reprioritized by the appropriate committee when new requests are made.

Another key change is that IHAC, CHAC, and SSHAC meet on a regular basis to handle new requests.