

GUIDE TO *Requesting Resources*

VP of INSTRUCTION

TO REQUEST: Contact VPI at any time of year

- some athletic supplies (e.g. basketballs & softballs but not equipment like treadmills)
- consumable supplies (e.g. gas for welding)
- consumable lab supplies
- educational software for use by students & instructors
- instructional/educational books or tests

PROGRAM REVIEW

TO REQUEST: Submit through eLumen system in fall semester

- personnel (e.g. new, replacement*, or reorganized positions or increases in hours)
- released time
- tutors and coordinators
- equipment (e.g. photocopiers, video or sound equipment, police or fire vehicles, kiln hood, pottery wheel, rolling ladders)
- athletic equipment (e.g. treadmill, batting cage, javelin)
- lab equipment (e.g. microscopes)
- acquire classroom or office space
- remodel of offices, classrooms, or specialized rooms (e.g. dressing room, studio, lab, rehearsal space)
- conference travel (if beyond your department's allocation for conference travel)
- support for Math & English common final

FACILITIES

TO REQUEST: Submit through online system for facilities work order requests at any time

- new, replacement, or repair of furniture for departments, offices or classrooms
- whiteboards for classrooms
- cleaning, maintenance, & repair of facilities (e.g. cleaning carpets, polishing floors, painting walls, repairing bathroom, replace blinds or doors)
- repair or maintenance of safety equipment (e.g. venting or exhaust fans)
- repair or upgrade of athletic fields or courts
- security equipment (e.g. alarm, security cage for media equipment, etc.)
- replacement of stolen equipment
- Parent Ed/Life Skills Bldg playground

IT DEPARTMENT

TO REQUEST: Contact the head of IT at any time of year

- computer or printers for departments, offices, or classrooms
- multimedia stations and projectors (e.g. in classrooms or conference rooms)

DEPT BUDGET

TO REQUEST: In spring semester, address this in your budget revision turnaround document

- request increase in your department's budget

*replacement of classified personnel uses the procedure specified in the Integrated Planning Handbook

Types of Program Review Resource Requests Selectable in eLumen's Dropdown Menu



When entering resource requests into the Actions-to-Goals Linkage Matrix in eLumen, you will be asked to select the resource request TYPE within a dropdown menu of choices.

- Personnel -

CHAC—Classified Hiring Allocation Committee

For additional classified staff position (i.e. new or existing classification) or permanent increase of hours or months for an existing position. Not for replacement for vacated positions.

SSHAC—Student Services Hiring Allocation Committee

For new position or replacement faculty member for student services

IHAC—Instructional Hiring Allocation Committee

For new position or replacement faculty member for an instructional department

MHAC—Management Hiring Allocation Committee

For new position or replacement management position

REORG—Reorganization

A reorganization is a management-initiated rearrangement of lateral duties and/or responsibilities or reporting relationships of multiple positions within or between organizational units. Examples include rearranging work in a department, repositioning or aligning departments and divisions, changes in reporting relationships, changes in supervisors or locations, creation of new departments, merging or dispersing existing departments that may result in the creation of new positions, or reallocation of existing vacant positions. A reorganization is not renaming, upgrading, or reclassifying a position or employee. It should not result in a net increase in the number of staff, or significant changes in duties or responsibilities.

Personnel Other

Any actions regarding personnel other than new or replacement positions. E.g. released time, hiring of tutors or coordinators

- Non-Personnel -

Equipment (Athletic) – e.g. treadmill, batting cage, tennis stringing machine, javelin, etc. (NOTE: for athletic “supplies” e.g. basketballs, softballs, contact VPI directly and immediately instead of submitting through program review)

Equipment (Instructional) – e.g. lab equipment, video or sound equipment, photocopiers, pottery wheel (NOTE: for instructional “supplies” e.g. welding gas, lab supplies, contact VPI directly and immediately)

Equipment (Non-Instructional) – e.g. police or fire vehicles, photocopier for non-instructional department

Hardware or Non-Instructional Software – e.g. backup hard drive, cables, non-instructional software (NOTE: for computers, printers, or classroom projectors, contact ITS directly and immediately instead of submitting through program review. For instructional software, contact VPI directly and immediately)

Conference & Travel

Physical Space – e.g. remodel, relocation, or acquisition of classrooms, offices, specialized rooms (dressing room, studio, lab rehearsal space)

Training & Professional Development

Other