

## WHOM TO CONTACT

## HOW TO CONTACT

GUIDE TO

# Requesting Resources

## PROGRAM REVIEW

**TO REQUEST:** Submit through eLumen system between July through Nov. 1

### HAC Requests

- permanent personnel requests go through Hiring Allocation Committees (HAC) e.g. new, replacement\*, or reorganized positions or increases in hours
- non-permanent personnel requests go through prioritization committees (e.g. funding for released time, student workers, short term employees, tutors, or coordinators)
- equipment (e.g. photocopiers, video or sound equipment, police or fire vehicles, kin hood, pottery wheel, rolling ladders)
- athletic equipment (e.g. treadmill, batting cage, javelin)
- lab equipment (e.g. microscopes)
- conference travel (if beyond your department's allocation for conference travel)
- support for Math & English common final
- acquire classroom or office space
- remodel of offices, classrooms, or specialized rooms (e.g. dressing room, studio, lab, rehearsal space)
- new or replacement furniture for departments, offices or classrooms
- playground, athletic fields, or courts

## IT DEPARTMENT

**TO REQUEST:** Contact 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)

## MAINTENANCE

**TO REQUEST:** Submit facilities work order requests at any time of year

- 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)

## 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

## 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.

### **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

**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**

\*replacement of classified personnel uses the procedure specified in the Talent Acquisition Processes shown at the HR website