

DRAFT Steps to the Planning and Resource Council (PRC) Faculty/Staff/Equipment Prioritization Process

Fall Quarter:

1. The Budget Committee determines funds available to the college, restricted and unrestricted, and disseminates this information to the Planning and Resource Council and to each division/area with an explanation of budget amounts. This may include recommendations on how the money should be allocated.
2. Deans/Depts./Programs complete Program Reviews (PRs)/CAS Standards and submits to the PRC. Each PR/CAS has a narrative with supporting data to justify their needs and requests for position(s).
3. The PRC determines how total available funding is divided between the areas of Instruction, Student Services, Administrative Services, etc.

Winter Quarter:

4. PRC members to be trained in using the PR/CAS and the prioritization template/rubric in order for them to equitably evaluate funding needs/requests.
5. PRC divides up members into subcommittees - Program Evaluation Teams (PET) - based on their areas of expertise: Instruction/Student Services/and Administrative Services
6. Each PET group then utilizes an agreed upon template/rubric to rate the need of each of the PR/CAS requests.
 - a. If a PET needs more information about a program, data, etc. then a representative from the Division/Dept./Program may be asked to come into that team's meeting in a Q&A format for clarification.
7. Each PET prioritizes/ranks each of the area requests and reports back to the PRC their findings and rankings of each of their areas. If using a scoring scale, the total scores in the rubric will be used as the initial ranking of the requests.
8. PRC discusses the PET prioritizations/ranks need against the unrestricted fund amounts. The final tally of position requests is based each PRC member's scores given to each rubric category for each position request.
9. PRC compiles all PET rankings and forwards final prioritization/rank recommendations to College Council.
10. All PR/CAS to be uploaded to PR/CAS website, Office of Institutional Effectiveness and/or etc. via Office of Communications.
11. The College Council gives a final review and sends the prioritizations/rankings onto the president for final approval.
12. The president makes the final decision of faculty/staff hires and equipment needs of De Anza College.
13. Faculty/staff positions posted.

Spring Quarter:

14. Candidates given first-round interviews; finalists given second-round interviews with the president/VPs/search committee.
15. President selects finalists and makes the hires.
16. FHDA Board of Trustees approves contracts.