Resource Request Ranking Rubric
2024-25 Annual Program Review /Comprehensive Program Review
Resource Allocation Request Ranking Criteria

Definition of "resource request": request for an additional allocation to be made for budget, equipment, facilities, positions for the program, department or unit above $500 (overall for the budget).

Name of Committee Member:	

Instructions: Members should offer a total score based on the criteria. Committees rank requests based on members' scores.

Scoring: Assign a score for each ranking criteria on a scale of 1-5. Scores then totaled in adjacent box. 1 (Low) – Minimal connection to the criteria 2 (Fair) – Partial connection to the criteria 3 (Good) - Connected to the criteria. 4 (Very Good) – Connected to the criteria, supported with examples 5 (Superior)- Fully connected to the criteria, supported with examples	**TOTAL SCORE (on 25)**

RANKING CRITERIA	SCORE	DEFINITION/ EXPLANATION of CRITERIA
1. Impact on the Campus Community		• This request has a positive impact on *students* (current and/or future) • This request has a positive impact on Faculty and/or staff at the college • This request has a positive impact on Diversity, Equity, Inclusion and Access for students, faculty and/or staff.
2. Aligned with Institutional Planning: Education Plan, College Strategic & Equity Plans, Facilities & Technology Plans.		• The request is aligned with one or all of the plans.
3. Aligned with Program Review or operational needs of the college (i.e. generator).		• The request is supported by assessment results. • The request addresses potential growth and student demand through curriculum development/updates and supports student access, equity and success. • The request shows evidence of an increased demand for program, department or unit services; direct impact on student /academic success. • The request is essential to the ability of the program, department, or service to provide quality educational services. • The request shows evidence that the improvement will enable a program or service to offer educational opportunities that respond to the cultural, economic, social, and workforce needs and increase community partnerships and global awareness. • This request important for the operational needs of the college.
4. Fiscal Impact		• The request positively impacts the 50% calculation • The request improves efficiencies of processes on campus (time savings, financial savings, etc.). • The request will improve the fiscal health of the college through increasing enrollments.
5. Other Considerations		• Was the request for the resource not funded in the last year? • Was there a loss of funding in the last fiscal year that makes this request necessary? • Is there a refresh cycle/maintenance requirement/recurring cost associated with this request i.e. software annual renewal, technology refresh?