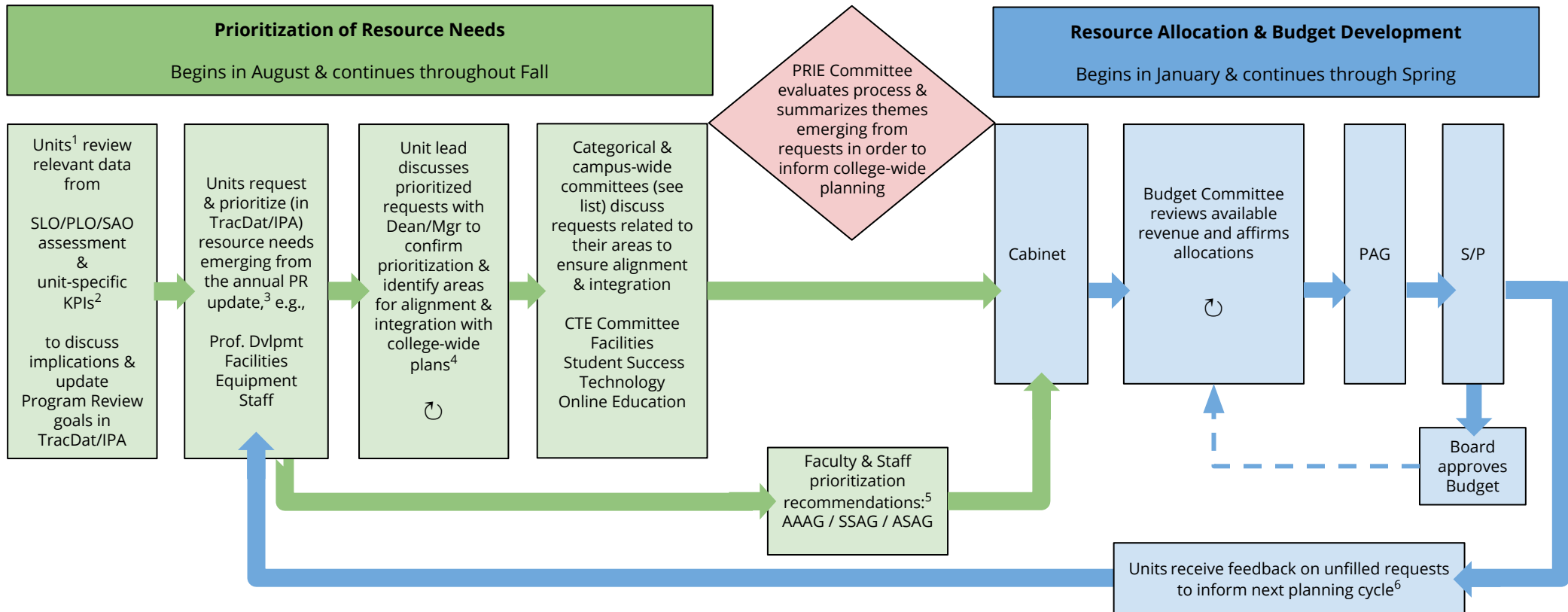


Prioritization & Allocation Processes

Recommended by PRIE: 6/19/2017



Suggested Prioritization Categories:

- 0 - Mandated (accreditation, licensing, regulation, safety, etc.)
- 1 - Essential to program operation
- 2 - Important, but not essential or required
- 3 - Wishlist (expansion or enhancement)

Suggested Feedback Categories for Unfilled Requests:

- A - Critical, in the queue as one-time money is found
- B - Important, but no funds available; continue to prioritize*
- C - Not in line with current institutional priorities

* feedback includes information about next steps when appropriate

Notes/Definitions:

1. "Unit" is used here as a general term to describe a division, department, or service area -- how the units are defined may vary in Academic Affairs, Administrative Services, and Student Services, but should generally follow the structure of Program Review. For example, a division or academic department could be a unit; HR or Information Services could be a unit; TRIO, 3SP, and A&R could all be units. The "unit lead" would be whoever has been designated to lead the discussion and complete Program Review for the unit.
2. KPI = Key Performance Indicator, or a standard metric that can be used to show trends in performance over time. KPIs provide data that help evaluate progress towards a goal. KPIs will vary from unit to unit -- e.g., successful course completion rate in instructional departments; loan default rate in Financial Aid; network uptime in IT, etc.
3. Annual Program Review Update will serve as formative evaluation/progress monitoring, i.e., a forward-looking check-in on action plans emerging from program review.
4. TracDat/IPA will allow unit leads to map resource requests to specific plans or campus-wide initiatives.
5. Discussions of new personnel for the coming fiscal year would also be informed by the current HR Staffing Plan; conversations would then inform staffing plan updates for the next planning cycle.
6. Feedback provided by the group that ultimately denies the request -- e.g., Budget Committee, PAG, Cabinet, Categorical/campus-wide committee, etc. Feedback about unfunded requests will help to close the loop and inform the next request cycle.