

Resource Request Rubric for Prioritization | 2015

Instructions: *This worksheet will be used by the Vice Presidents and the Budget and Planning ranking team.*

- Vice presidents complete Part A and Part B to justify the over-based requests
- Budget & Planning ranking team scores the request in Part C
- One worksheet is for each single request
- Maximum request for Stability category is five (5). Maximum request for Sustainability category is five (5)

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PART A: (To be completed by the Vice President)

Request Description:

Division: Academic Affairs: Student Services: Administrative Services: President's Office:

Select one only: Stability (priority 5): Sustainability (priority 4):

PART B: (To be completed by the Vice President)

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| 1. Is this position or equipment new or is it a replacement? |
| 2. Is this position or equipment needed to satisfy a mandate, safety or accreditation requirement, or a workload distribution (position only)? |
| 3. Why is this request needed? |
| 4. How will the needed resource benefit the students? |
| 5. What are the ongoing costs associated with this position or equipment? |
| 6. How will this request affect student learning outcomes? |

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PART C: (To be completed by the Budget and Planning Ranking Team)

Ranking Team: A B C D E F G H

| Priority Weight | UNIT NEED | | | | Total points |
|--------------------|--------------|---------------|---------------|-------------------|--------------|
| | 4 (Critical) | 3 (Essential) | 2 (Important) | 1 (Non-essential) | |
| Stability (5) | | | | | |
| Sustainability (4) | | | | | |