

**Instructions:** This worksheet will be used by the Vice Presidents and the Budget & 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 one 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 complete by the Vice President)

Request Description:

Division: Academic Affairs:  \* Student Services:  \* Administrative Services:  \* President Office:

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

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

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?

**PART C:** (To be completed by the Budget & 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)					

Description of Stability and Sustainability is on the second page.