

Leeward Community College Institutional Resource Request Form

As part of the planning and budgeting process, individuals or groups on campus may submit an Institutional Resource Request if this request was not included in a program, unit, or area Resource Request List. This form provides an alternative avenue for ensuring all resource requests have an entry point into the Institutional Prioritization process.

Requests submitted on this form must meet the following criteria:

1. The request must fulfill an institutional goal or the College mission.
2. The request must be for an institutional need. Examples include software that would be used across the campus by multiple areas, equipment to be used in a common space used by multiple areas, or a position needed to fill a campus need.
3. The form must indicate which person(s) will be responsible for the acquisition and implementation of the item/position.
4. The form must indicate where the item/position will be located on campus.
5. The form must be completed for one request. Additional requests will be submitted on separate forms.

Institutional Resource Request

What type of resource is being requested? Please check one.

Operating Budget (includes Supplies, Student Help, Technology, Equipment/Furniture, Travel/Professional Development)

Personnel (positions and release time)

Repair and Maintenance

What is being requested? Please provide a sufficient detailed description of the item being requested or the action that needs personnel resources. If requesting personnel, include FTE, Type of Position (Faculty, APT, Clerical), and a brief description of the roles and responsibilities of the position.

What is the institutional goal that will be met or how will the College mission be met if this request is approved and implemented?

Provide supporting data and explain the justification and analysis of how this request will meet the intended goal. Attach additional evidence if available.

What is the expected cost of the resource being requested? Are they recurring costs or is this a one-time expense? If requesting personnel, include estimated salary of the position.

Are there other sources of funding that have been considered or is a reallocation of current funds possible?

Person(s) responsible for acquiring and implementing the requested resource if approved:

Where the item/person will be located on campus:

Submit this form to a dean or director for review and approval by the deadline.

Approved/Disapproved:

Dean or Director

Date

Dean/Director will bring signed form to the Administrative prioritization meeting. Please send an electronic version to Guy Nishimoto at guy@hawaii.edu. Deadline for submittals is the end of February according to the current timeline.