Santa Ana College
RAR Procedure Academic Affairs

Best Practices

1. Administrative Services sends out Resource Allocation Request (RAR) forms to Division Deans. *(Early October)*
2. Division Deans forward RAR forms to Department Chairs *(Early October)*
3. Department Chairs work with faculty to identify needs**. (October)**
    - The form needs to include items that have been identified and justified in the department program review.
    - RARs should include items not funded in the previous year, new items and those considered outside of normal operating needs (new furniture, software, instructional supplies, instructional equipment, classified personnel).
    - RARs should not include faculty positions nor currently budgeted on-going operational needs (annual instructional supplies).
4. RARs are submitted to the Area Dean for review. *(early November)*
5. Area Dean along with Department Chairs (all or only those who have submitted RARs) meet to rank division RARs. *(November)*
    - The requests need to be prioritized by the program areas, including direct ties to college budget priorities, college mission, strategic plan, and intended outcomes
    - The Division (dean and faculty) identifies top priorities in each category collectively.
    - Faculty representative for Academic Affairs RAR ranking meeting is identified by participating faculty and Area Dean.
6. All Division unranked priority RARs and supporting evidence needs are submitted to the area Vice President**. (November)**
7. Academic Affairs – Vice President, Division Deans and Faculty Representatives meet to prioritize RARs for submission. *(December)*
8. All ranked program area RARs and supporting evidence are submitted to the Campus Budget office**. (December)**
9. Area Vice Presidents review prioritized list with respective departments/divisions and communicate the location of possible funding. Some requests might be funded in the Tentative Budget, during the Adopted Budget or possibly later depending on funding availability and state budget information*. (June/ September)*
10. Academic Affairs VP and Deans receive final list of funded RARs. *(October)*
11. Deans work with faculty and staff to process purchases of funded RARs. *(October – March)*

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