



San Francisco Community College District
OFFICE OF THE CHANCELLOR

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To: Faculty, Staff, and Administrators Responsible for Completing Program Reviews
From: Dr. David Martin, Chancellor
Date: December 8, 2023
Subj: Annual Plan Program Review Guidance Related to Supplemental U-Fund Allocation and Full-Time Faculty Requests for 2024-25

I am writing to provide some additional guidance related to this year's Annual Plan submission for Program Review. Please note that the deadline to submit your Fall 2023 Annual Plan has been extended to **January 23rd**.

Guidance Related to Supplemental U-Fund Allocation

As you may be aware, in 2022-23 we began including \$750K of unrestricted ("u-fund") supplemental funding in our annual budget for program review requests. For 2024-25, we will use the Fall 2023 Annual Plans as the basis for allocating these funds. Please note:

- This funding is for one-time needs.
- Allocation will be based on requests submitted through Fall 2023 Annual Plans.
- The deadline for encumbrance of prioritized expenditures will be March 15, 2025. The funds must be spent prior to June 30, 2025.
- All requests for this funding must focus on student success and institutionalizing equity, by which we mean activities that are intentionally focused on closing opportunity gaps for historically minoritized and disproportionately impacted student groups. *While this funding is one-time, our commitment to institutionalizing equity is ongoing.*
- Requests that address the following will receive priority:
 - Improving the student experience for historically minoritized students
 - Systems changes that improve student and employee experiences as they relate to diversity, equity, inclusion, accessibility and anti-racism
 - Strengthening credit and noncredit programs to better serve students of color
- Priority will also go to requests that don't require extensive labor (e.g., installation of equipment, facilities improvements) or ongoing upkeep and investment.

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- Acceptable expenditures/account codes:
 - 4000 Supplies and Materials
 - 5000 Other Operating Expenses and Services (this could include, for example, consulting services, travel, conference, or meeting expenses)

Guidance Related to Full-Time Faculty Position Requests

FPAC will be convening to review full-time faculty position requests for 2024-25 based on Fall 2023 Annual Plans. Please keep in mind the following criteria for considering requests:

- Requests for full-time faculty positions associated with potential loss of outside programmatic accreditation due to staffing levels will be given first consideration. Examples of this would be programs such as Diagnostic Medical Imaging accredited by JCERT.
- Requests that bring the college into Title IX compliance (Athletics/PE & Dance).
- Non U funded positions which are 100% Categorical-funded via line items on the governor's budget, full-time positions for programs with specific goals/focus (e.g., EOPS and DSPS).
- While departments are free to include any full-time faculty position requests, it is likely the college will not move forward any new full-time faculty position requests.

If you wish to request a full-time faculty position, please enter your request(s) into your Fall 2023 Annual Plan resource requests in CurriQunet **by January 23rd**. We will pull those requests and provide them to FPAC.

Thank you for your ongoing commitment to the College and especially to our students.