Ranking	List Item Requested	*Type of Request						Supports RSCCD Mission/Goals or Strategic Objectives	Administrative Unit Review	Unit Outcomes	Safety	Replacement Need	Legally Mandated Regulatory Req.	Total Points
	Please explain and provide a rationale for each item requested based on rubric criteria.	S	E/S	T	F	P	O	Required 0-5 pts	0 - 5 pts	0 - 5 pts	Automatic Priority 0-5 pts.	Yes/No	Automatic Priority	Max 20 pts
Example	1 Part-Time Admin Clerk Rationale: In the last four years, the Division has grown to include Business, Computer Science as well as expanded programs such as Water and Public Works. Since then the Division has absorbed these additional responsibilities with half the staff. With the additional staff we can ensure students have access to a comprehensive schedule and faculty needs are met.	X												
1														
2														
3														
4														
5														

*Type of Request: S=Staff/Classified; E/S=Equipment or Supplies; T=Technology; F = Facilities, P=Professional Needs; O=Other