

SAN DIEGO CITY COLLEGE

Adjunct Allocation Process

March 15, 2018

Instructional Adjunct Allocation

1. The City College Business Office completes an analysis of the previous fiscal year's FTEF allocation by School based on the TAO Program.
2. Based on the previous fiscal year analysis, a spreadsheet is created to breakdown the FTEF estimates for the current fiscal year based on the TAO Program.
3. These FTEF estimates are used to allocate the instructional adjunct budget by Department, Division, and School.
4. Changes to the Campus Allocation Model and FTEF allocation by the District are reflected in the spreadsheet kept by the Business Office.

Non-Instructional Adjunct Allocation

1. The City College Business Office carries over the non-instructional adjunct budget each year based on previous year budget.
2. If an augmentation is needed, the Division Dean submits a proposal to the Vice President of Instruction.
3. **If approved**, then the Vice President will share this request with the Vice President of Administrative Services.
4. **If funding is available**, the Vice President will complete a budget transfer to increase/decrease funding to the non-instructional budget identified by the Division.
5. The Division Dean is informed by the Vice President of Administrative Services once the request is complete.