

**From:** [Annebelle Nery](#)  
**To:** [Annebelle Nery](#)  
**Subject:** 2020 Program Review and Prioritization Timeline  
**Date:** Wednesday, February 12, 2020 3:05:45 PM

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Greetings, College of the Desert,

The 2020 Program Review and Prioritization timeline is now available on the [portal](#). The timeline includes dates and deadlines related to Staff Prioritization, Equipment Prioritization, and Faculty Prioritization taking place during calendar year 2020 as part of our Program Review (PEP/PEP-Up/PRU) process.

As a friendly reminder, all PRU submissions are due March 15, 2020, and please refer to your respective OAC representative to confirm when PEP/PEP-Ups are due.

As noted in the linked timeline and for spring 2020, once program reviews have been submitted units should rank their requests for new classified staff, instructional equipment/technology, and non-instructional equipment/technology, starting at the program level. Then, these program-level rankings should be consolidated and ranked at the Executive branch-level: Office of the President, Office of the Vice President of Administrative Services, Office of the Vice President of Human Resources and Employee Relations, Office of the Vice President of Instruction, and Office of the Vice President of Student Services.

Once the rankings have been completed at the Executive branch-level, please email to [me](#) and [Jeff Larson](#) by 5 p.m. on Friday, April 3, 2020, using this [template](#).

PEPs, PEP-Ups, and PRUs are directly tied to our prioritization, planning, and resource-allocation processes. Please refer to the [2019-2020 College Planning Council Handbook](#) for a comprehensive review of our annual planning processes.

Thank you. We look forward to your participation in our planning processes!

Annebelle Nery