

American River College
 Research Request Prioritization Criteria

Scope/Impact: (highest to lowest priority)	College Wide
	Governance or Other Group (e.g., Council, Project Team, Committee, Senate, Workgroup)
	Area, Division, Program, or Department
	Individual

Necessity: (highest to lowest priority)	Mandatory
	Critical to Inform Decision Making
	Exploratory

Relevance: (highest to lowest priority)	College Business
	Personal Use (e.g., needed for a conference – may require IRB approval!)

Urgency: (highest to lowest priority)	Required Due Date / Requested Completion Date
---	---

Purpose/Requester: (highest to lowest priority)	College Wide Processes (e.g., President's, Chancellor's Requests)
	Accreditation / Required State and Federal Accountability reporting / Required Grant and Initiative application and reporting / Implementing Legislative Requirements
	ARC Strategic Plan (e.g., Student Success Strategies, Equity, Strategic Goals)
	Program Level Planning and Program Review (e.g., Faculty Hiring Requests, Program-Specific Data Requests or Evaluations, Annual Unit Planning, Student Learning/Service Outcomes, Department Set Standards)
	Individual employee requests (e.g., Instructor specific data requests)
	External Research Requests (e.g., Masters and Ph.D/Ed.D Research)