



MEMORANDUM, DCD #10, 2015-16

To: Chairs and Academic Directors

From: Professor William Gough, Interim Vice-Principal Academic and Dean

Date: 13 May 2016

Re: Complement and Budget Requests for 2016-17

As we plan the budget for 2016-17, we will be developing the complement plan for the year, including new and replacement positions, and searches that have been carried forward from previous years. My Office will be in touch with each of you individually to confirm that our information for your department is accurate. In addition, I will be reviewing requests from Chairs and Directors for OTO budget needs.

As you know, we continue to face a constrained financial environment and need to husband our resources carefully. I have set aside a small fund to support departmental OTO needs and will consider carefully requests for OTO assistance that are sent to my Office by Friday 20 May 2016. When submitting your request, please include a detailed rationale and indicate how the department will partner with the Dean's Office on funding.