



UNIVERSITY OF
TORONTO
SCARBOROUGH

Office of the Vice-Principal Academic & Dean

MEMORANDUM DCD #15, 2020-21

To: Department Chairs & Academic Director
Cc: Department Chairs' & Academic Director's Assistants
Departmental Business Officers
From: William Gough, Vice-Principal Academic & Dean *WAG*
Date: 11 February 2021
Re: **Budget Request**

We are launching the 2021-22 budget planning process. As part of this process, please send us your budget requests for the upcoming academic year, by **March 8, 2021**. We are mindful of how much everyone is carrying right now, and I hope this request is not too cumbersome.

Please submit only high priority items that are a result of enrolment growth and aligned with departmental goals. Where applicable, please include the following:

- For new administrative or technical staff, please include a description of the role of the staff member, the need that will be met by this new position, and how it will fit within the staffing structure of your department. Your HR Generalist is able to assist you in planning for the position(s). Please also confirm that you have space within your current allocation to accommodate any new staff.
- For base augmentation to the department operating budgets, include a description of current need and proposed use of these funds.
- For other departmental OTO budget needs include a detailed rationale and indicate how the department will partner with the Office of the Vice-Principal Academic & Dean on funding. The expectation is that these requests will only be made when they cannot be covered from departmental sources, including the departmental carryforward funds.

Thank you for continued support