

MEMORANDUM DCD #27, 2021-22

To: Chairs and Academic Directors, University of Toronto Scarborough
Cc: Chairs' Assistants, Departmental Business Officers
From: Professor William A. Gough, Vice-Principal Academic & Dean
Date: 4 February 2022
Re: Budget Requests
Note: Distribute as needed

As part of the 2022-23 budget planning process, please send us your budget requests for the upcoming academic year, by **11 March 2022**. Please submit only high priority items that are a result of enrolment growth, and aligned with departmental goals, using the [Budget Request Form](#).

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).
- For base augmentation to the department operating budgets, include a description of current need and proposed use of these funds.
- For other departmental One Time Only (OTO) budget needs (i.e., renovation 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.