



MEMORANDUM, DCD #10, 2010-11

To: Department Chairs

From: Rick Halpern, Dean and Vice-Principal (Academic)

CC: Helen Morrissette, Director, Financial Services

Date: 16 December 2010

Re: Stipend Teaching and TA Budgets

Early in the summer we worked with you to develop allocations for your departmental TA and stipend budgets. These budgets were finalized at the end of June. The full TA budget and 70% of the stipend budget were flowed to you at that time. In my memo of 11 June, I informed you that leave savings would not be flowed in addition to these budgets. In early January 2011, Financial Services will flow the remaining balance of your stipend budget.

We have noted that some departments are forecasting stipendiary or TA needs that exceed their total allocation. These overruns will not be automatically funded. In order to receive consideration for funding, please send me a detailed explanation for the need. For stipendiary needs, please include a list of the courses to be taught, rationale for offering the courses and the current and expected enrolment. For TA needs, please include a list of all courses where additional resources are required, current enrolment in these courses and their enrolment in the past five years, percentage increase over past years, mid-term attrition rates, number of tutorials, the average number of students per tutorial at mid-term and number of additional tutorials needed.