



**MEMORANDUM:**

**To:** Chairs and Academic Directors

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

**Date:** 14 February 2014

**Re:** Part-time Appointments 2014-15

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My office is starting to receive requests for funding assistance for part-time appointments in the 2014-15 academic year. As you know, we are facing an increasingly constrained financial environment and need to husband our resources carefully. I have set aside a very small, limited fund to support part-time appointments where there is a pressing and persuasive need.

This message should not be construed as an open invitation to request part-time appointments or renewals. Do not assume that any appointment that ends in 2014 will be renewed automatically.

I will consider carefully all requests that are sent to my Office by Friday, 28 February 2014. When submitting your request, please include a detailed rationale and indicate how the department will partner with the Dean's Office to fund the appointment.