




MEMORANDUM, DCD #12, 2014-15

To: Academic Administrators

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

Date: 22 April 2015

Re: Complement and Budget Requests for 2015-16

As we start to plan the budget for 2015-16, we need each of you to send us your complement and budget requests for the upcoming academic year. Where applicable, please include the following:

- Replacement/retirement searches, with the name of the person being replaced.
- Any searches that were unsuccessful this year or that have been previously approved.
- Any additional (net new) academic or staff positions, with a referenced to your academic plan.
- New or renewed part-time appointments, with a detailed funding plan. This should not be construed as an open invitation to request part-time appointments or renewals. Do not assume that any appointment that ends in 2015 will be renewed automatically.
- Other 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 1 May 2015. When submitting your request, please include a detailed rationale and indicate how the department will partner with the Dean's Office on funding.

Important information regarding temporary appointments:

June 30 is the deadline to provide written notification of extension or termination of contracts to the teaching staff listed below. Notification should be delivered by hand or registered mail.

- Lecturers with less than five years of service. Note that six months notice is required.
- Part-time academic staff whose current contract ends after the Winter 2015 term.
- Any CLTA staff in their final year of appointment should receive notice of termination of contract. The total number of years for a CLTA must not exceed five.
- Any CLTA whose contract ends in the current year and who is eligible for renewal should receive an extension of contract. Note that this extension of contract requires prior approval of the Dean and Provost.