



[DCD#4, 2016-17]

MEMORANDUM

To: Department Chairs and Academic Directors
From: Professor William Gough, Vice-Principal Academic and Dean
Date: 7 November 2016
Re: **Complement and Budget Requests, 2017-18**

As part of the 2017-18 budget planning process, please send us your complement and budget requests for the upcoming academic year, by **2 December 2016**. Where applicable, please include the following:

- For new or renewed part-time faculty appointments, please include a detailed rationale for the appointment and proposed funding source(s). If funding is approved, you will be asked to provide an updated curriculum vita, and a draft letter of offer. Guidelines for part-time appointments are posted on the Dean's website at <http://www.utsc.utoronto.ca/vpdean/>
- For renewal of CLTA appointments, please include a detailed rationale and proposed funding source(s). Note that the total number of years for a CLTA must not exceed five and the extension of contract requires prior approval of the Dean and Provost.
- The resource letters of 2016-2017 outlined any net new faculty positions for your department that have been included in the campus five-year complement plan. Please submit requests, if any, for changes to the rank, area and/or start-up needs of the positions scheduled to be searched in 2017-18.
- For new administrative or technical staff, please include a detailed 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 your department operating budget, include a detailed 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 Dean's Office on funding.