




MEMORANDUM, DCD #2, 2019-20

To: Chairs and Academic Directors

CC: Departmental Business Officers

From: Professor William Gough, Vice-Principal Academic and Dean 

Date: 21 January 2020

Re: Budget Requests

As part of the 2020-21 budget planning process, please send us your budget requests for the upcoming academic year, by **24 February 2020**. Please submit only high priority items that are a result of enrolment growth and aligned with departmental goals. 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 OTO budget needs (i.e. renovation needs), include a detailed rationale and indicate how the department will partner with the Dean's Office 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.