

## **CHASS Policies on Departmental Budgets and Departmental Space**

### **Departmental Budgets**

The Dean's office does not fund sabbaticals. Funds for substitute instructors should not be requested.

The Dean's office applauds departments who provide enrichment activities for their students (conferences etc.) These are typically funded through the department's own resources.

### **CHASS Dean's Discretionary Support Fund Policy**

It is expected that the Department/Program budget covers funds for particular enterprises or creative activities including sponsorship of speakers and conferences, arrangements for performances or similar activities.

Having exhausted the budget, the Chair/Director may submit a funding request to the College office.

Requests should:

1. come from the Department Chair in writing (email or hard copy).
2. contain a brief description of the activity to be supported and an outline of how the project contributes to the mission of the College. Examples of any contribution might include an assessment of how the Program or Department will benefit; how related Programs or Departments will benefit; or how students, both graduate and undergraduate, will benefit. For public events and outreach, this may include an assessment of who will attend/participate in the event and its broader outreach within and beyond the College.
3. include a brief budget for the proposed activity.
4. note other funds available to support the activity.

A separate Subvention Policy supports book publishing costs. (See CHASS Policies on Teaching and Research)

### **Space? (The Final Frontier)**

Departments do not own spaces. The Dean's office will review and allocate space in ways that best serve the research and teaching mission of the college, in consultation with the departments/programs.