

# **College of Liberal Arts**

## **Requests for Financial Support from the College**

The College will do its best to financially support departments, programs, and faculty members with initiatives that help advance our collective mission. There are three primary sources of funds that the College can use to support initiatives:

1. College accounts (maintenance and operation, gift, and endowment accounts)
2. Indirect returns from research expenditures that the College receives from the Office of Research and Sponsored Projects
3. The Dodson Endowment that the College receives each year from the President's Office

To help ensure that College funds are directed to initiatives that have the greatest potential for advancing the mission of the College and its components, it is important that the departments and programs provide input into how these funds are distributed. This input will primarily be used to determine how funds from items #1 and #2 are distributed because the distribution of Dodson funds is based on rules established by the endowment and a yearly agreement between the College and the President's Office.

The preferred way to request funds is to engage in the following process:

1. **Discuss Initiatives with Faculty (Beginning of the Academic Year)**
  - a. Chairs/directors should discuss initiatives with their faculty.
  - b. All known/anticipated initiatives for the coming academic year should be considered.
2. **Rank Initiatives and Submit to Dean (End of September)**
  - a. Chairs/directors should rank these initiatives in consultation with their faculty.
  - b. Chairs/directors should send a memo to the Dean's Office that has the ranked list and a brief overview of each initiative that includes:
    - i. Amount requested accompanied by a brief enumeration of contributions (time, resources, funds) from other entities AND any steps taken to explore extramural funding sources
    - ii. A brief description (5 to 7 sentences) that clearly indicates:
      1. What the funds will be used to purchase/sponsor (necessary so the request can be matched with the appropriate account)
      2. How the funds will help advance the mission of the department/program, College, and/or University
      3. The individual(s) and/or groups who will benefit the most from the funding
3. **Dean's Office Reviews Requests (Beginning of October)**
  - a. The Dean will consult with the Associate Deans and staff about the requests.
  - b. Chairs/directors and/or other faculty are welcome to meet with the Dean and/or Associate Deans to explain these initiatives. The Dean's Office will make every effort to provide guidance about how much funding the Dean's Office will be able to provide.

4. **Fund Allocation (October Through End of the Academic Year)**

- a. The Dean's Office will allocate most of the available funding using the above mechanism but will keep a small amount for unexpected initiatives that arise during the year.
- b. If/when new initiatives arise, these should be submitted to the Dean's Office as soon as possible.
  - i. Submissions that have support of chairs/directors and that have broader impact will be given priority.

*Sep. 21, 2017 – Draft proposal submitted to chairs/directors (Dean's Digest, Vol. 1 #3)*

*Oct. 9, 2017 – Dean and Associate Deans reviewed feedback from chairs/directors*

*Oct. 17, 2017 – Revised proposal implemented and posted on website*