

CHASS Faculty and Staff Funding Solicitation Process and Rationale

1. Process:

All faculty and staff funding requests should be submitted to their Department Head or Unit Administrative Leader through the [CHASS Faculty and Staff Financial Support Request Form](#). All requests will route to the Department Head/Unit Administrative Leader for review and approval.

The following guidelines are designed to create a protocol of accessibility and equity for all faculty and staff who seek additional resources, and to be able to track and channel funding decisions across the college. Decisions will be promptly communicated and the submitter will receive an email notification. If you have any questions, please contact your Department Head/Unit Administrative Leader.

These requests fall into several categories:

- Cross-college collaboration and Innovation
- Equipment/Supplies
- ETF/Technology/Software/Lab Support
- ETF/Premium Academic Experience/Support
- Grad Support
- Research Support
- Student Worker Support
- Travel Support
- Other

If the Department Head/Unit Administrative Leader is unable to fund the request, there are two options: 1) The Department Head/Unit Administrative Leader may decline it outright; or 2) The Department Head/Unit Administrative Leader may submit a request to the college for additional funds to support the faculty/staff member's request. All submissions to the college are up to the discretion of the Department Head/Unit Administrative Leader and not the individual faculty/staff member.

2. Rationale:

It is important for CHASS departments and administrative units to respect a protocol for requesting additional funding that allows the Dean's office to prioritize its spending in alignment with strategic priorities. Ad hoc requests from faculty and staff to the Dean's office, the Provost's office, or other partners on campus do not align with this objective or foster a process of access and equity for all.

In general, the college allocates the majority of its funds to departmental spending plans with limited reserve funds at the college level for strategic initiatives. For this reason, all faculty and staff requests for additional funding should be submitted to their Department Head/Unit Administrative Leader for approval. Please remember to use the form [CHASS Faculty and Staff Financial Support Request Form](#).

3. Exceptions:

Individual faculty and staff should not solicit direct financial support for any of the above categories from CHASS, other Colleges, the Provost's office, or the Chancellor's office (unless there is an open call for funds from those offices). Exceptions include:

- Educational events: If an individual is organizing an educational event, they may solicit co-sponsorship from their Department Head/Unit Administrative Leader or other Department Heads/Unit Administrative Leaders in the college.
- Grant applications: Individuals should continue to submit grant applications to the internal or external granting unit or organization via the CHASS Office of Research and Engagement.
- Interdisciplinary partnerships: Individuals should continue to pursue partnerships and interdisciplinary collaborations across campus with OGE (Study abroad); DASA, and FYI, among other units. Please inform the CHASS Office of Interdisciplinary Affairs and Partnerships.