

Instructions for Submitting a New Initiative

New initiatives may be as “simple” as proposing the purchase of a piece of equipment and as complex as proposing a reorganization of an area or creation of a new degree program. They should be aligned with at least one aspect of the College’s Strategic Plan. Items or activities that are normal parts of a unit’s budget or that cost less than \$1,000 should **not** be submitted as new initiatives, but rather be submitted by the appropriate unit as it proposes its operating budget (examples: funds for replacing laboratory glassware or materials, an increase in the unit’s travel budget).

The steps for submitting a new initiative are:

- (1) Discuss the proposed initiative with colleagues from all College units or committees it would directly impact. Consider any suggestions they might make and try to address any concerns they have.
- (2) Fill in the attached **New Initiative Request Form**.
 - a. The **Brief Description of Request** box should contain enough basic information so that a reviewer will understand what the proposed initiative entails and be detailed enough to allow for a decision on whether to support the initiative. Expand the box if necessary **or** attach additional pages of description as necessary.
 - b. The **Justification for Request** box should explain why the proposed initiative is important (What **strategic goal** does it help us reach? What problem does it address?). Any data/assessment that supports your explanation should be included. Expand the box if necessary **or** attach additional pages of justification as necessary.
 - c. The **Budget** boxes should break down the costs of the proposed initiative into basic categories: personnel, software, equipment, etc. Add as many lines as necessary. Don’t forget ancillary costs: new personnel may need office equipment, computers, etc. If you don’t know the cost for a particular item, list the item but leave its cost lines blank—they can be filled in as the proposal advances through the process.

The **Cost to Purchase/Hire** column should include initial costs—the first year’s salary for personnel, the cost of the desk, the purchase price of the software, the cost to put on the event. The **Continuing Cost** column should include costs beyond the initial purchase such as: maintenance costs, annual licensing fees, and annual costs for subsequent years of the project. The **Lifetime** column should indicate the useful lifetime of equipment, or for temporary personnel and projects, how many years the person will be hired for or how long the project will last. Enter “permanent” in this box for permanent hires or for ongoing projects.

Additional Information, if any, should be entered in the final column. **Totals** for Cost to Purchase/Hire and Continuing Cost columns should be entered in the appropriate boxes in the bottom row. The **Grand Total** should be the sum of the two **Total** boxes.

- (3) The New Initiative Request form, along with any ancillary materials, should be submitted as follows:
 - a. If originating from a member of a **governance committee**: To the relevant committee chair, then to the Faculty Affairs Committee for review, then to the Faculty Assembly, then to the Executive Cabinet, then to the President's Cabinet.
 - b. If originating from a member of a **Level 1 committee**: To the committee chair, then to the relevant Level 2 committee, then to the President's Cabinet. Level 1 committees include Academic Assessment, Non-Academic Assessment, Sustainability, Enrollment Management, Campus-wide Diversity & Inclusion, Operations, and Community Engagement. Level 2 committees include the Provost's Cabinet, Facilities & Technology Infrastructure Master Planning, Executive Diversity Council, and Executive Cabinet.
 - c. If originating from a **faculty member** or a **staff member** who is not acting as a member of a committee: Consult with your area's vice president to determine what path your proposal should follow through your division. The division path will end with your area's vice president, who will then bring the proposal to the Executive Cabinet and then to the President's Cabinet.
- (4) As the proposal moves along the approval path, at each level of review the successive committees or supervisors may request additional information and suggest changes in order for them to be able to support the proposal. They may also help you to add more details and to complete the budget. This additional information and the *amended* proposal will be forwarded to the successive committees.
- (5) If a successive committee or supervisor does not support the initiative, they should indicate the reason for their non-support, and instead of following the path indicated in step (3), forward the rejected initiative to the President's Cabinet.
- (6) In all cases, the President's Cabinet will make a recommendation to the President relative to whether to implement the initiative proposal, how much to fund it for, and the timing for when funds will be available.
- (7) The President will make the final decision regarding the initiative proposal and communicate the result to the originator and the chairs/supervisors of all previous review levels. In cases of non-support, the reasons for not being able to support the initiative will be given.

New Initiative Request Form

Date: _____ Initiative Title: _____

Person/Area Submitting Request: _____

Strategic Goal(s) this Proposal Addresses: _____

Brief Description of Request:

Justification for Request (include any relevant data or assessment indicating need for the request):

Budget

Name of Item	Cost to Purchase/Hire	Continuing Cost	Lifetime	Additional Information
Personnel				
Computer/Software				
Office Equipment				
Total →			Grand Total →	