FACULTY OF EDUCATION

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| **Internal Practice:** | **Dean's Discretionary Funds** |
| **Responsibility:** | Dean of Education |
| **Approval:** | Fiona Blakie |
| **Approval Date:** | Mar 15, 2011 |
| **Next Review:** | Dec 15, 2011 |
| **Amendment Date(s):** | March 9, 2011 |
| **Prepared by:** | Sheila Smith |

## BACKGROUND

The Dean's Discretionary Fund is an initiative fund established by the Office of the Dean in the Faculty of Education to support events, activities, projects and extra-ordinary items that bring unique benefits to the Faculty of Education within Brock University.

## PURPOSE

Establish an internal practice to provide Dean's discretionary funds to faculty and staff within the Faculty of Education, in support of events, activities, projects and extra-ordinary items not associated with the current operating budget or research funds.

## SCOPE

This practice applies to faculty and staff members within the Faculty of Education.

## PRACTICE

1. To qualify for Dean's discretionary funds faculty and staff must exhaust other avenues of funding e.g. Unit funds or research funds, prior to application.

2. An application for Dean's discretionary funds must be made using the Dean's discretionary funding application form (Appendix A) and submitted to the Faculty Budget Officer.

3. Dean’s Discretionary funding requests will be reviewed and approved by the Faculty of Education Dean’s Budget Advisory Committee quarterly i.e. Sep 15, Dec 15, Mar 15, and Jun 15.

4. Emergency or time sensitive requests for Dean's discretionary funds will be treated as an exception. These "exception" requests will be approved at the discretion of the Dean of Education and communicated at the next Budget Advisory Committee meeting.

5. The Faculty of Education Budget Officer will notify an applicant, as to whether the Dean’s Discretionary Funding application has been approved and will process corresponding budget transfers.

6. If an event, activity or project has yet to take place, the approved Dean’s discretionary funds will be transferred after the event or activity occurs.

7. Dean’s discretionary funds are one-time funds allotted to support faculty and staff events, activities, projects and extra-ordinary items during a fiscal year. Funds not utilized during the fiscal year will not be carried forward to subsequent years. A reserve for this fund is re-established with a new balance at the beginning of each fiscal year at the discretion of the Dean of Education.