

## Academically Related Program Funding Process

Fall 2014 is the inaugural year for the student success fee, academically related program funding process and the process will be assessed following this first year. All funding is one-time and programs should not expect repeated annual funding. No proposals requesting multiple years of funding will be allowed in Fall 2014.

### Guidelines

- Must benefit more than one student
- Focus on academic enhancement, high impact practices, or related activities (i.e., guest speakers, colloquiums, projects, etc).
- Must be submitted by students and supported by either faculty, staff members, or administrators as the sign off.
- Proposals will follow the IRA established spending policy and procedures
- Campus wide initiatives are allowed and should select “other” for their college and submit the request to Academic Affairs, MH 3310.

### Evaluation – multi tiered

Level one – college level – a committee of **at least** 3 students and no more than one student from each department or school, at least one faculty (no more than a 4 students to one faculty ratio), and one Dean’s office representative (Assistant or Associate Dean preferred). Committee is responsible for determining if the request meets the guidelines and then put them in rank order for the college.

Level two – CFAC subcommittee and one student and one faculty/administrator elected from the level one committee (participants from colleges must have been involved in previous level review). This group will review all the proposals --- comparing all number one proposals and ranking all proposals from top to bottom from all colleges and/or divisions.

Level three – CFAC subcommittee only – budget allocation

### Timeline for Fall 2014

Announcement of the process	August 18 – September 12
Application request goes out to AS, Dean’s, faculty & staff	August 18, 2014
Application due to the Dean’s Office or Academic Affairs	September 24, 2014
Colleges submit their level one eval results to CFAC subcommittee	October 3, 2014
Proposals on Google docs for level two to access	October 8, 2014
Level two meets to evaluate proposals	October 17 & 24, 2014
Level three meets to evaluate budget requests	November 7
Recommendation taken to CFAC	November 14 or 21
Approval letters sent to funded proposals	After CFAC approval
Information on process and proposals posted to CFAC website	December 10