Investments in New Initiatives Policy

Responsible College Officer: Dean
Policy Contact: Director of Finance

POLICY STATEMENT
Financial resources requested of the college for new and/or expanded initiatives proposed by a unit will be evaluated based on the following criteria including the potential impact(s) of the outcome(s) of the initiative. The criteria vary based on the type of investment requested (see chart attached at the end of this policy). Categories of investments and the criteria to address are:

Facilities, equipment, programs, events, miscellaneous
• What is the demonstrated need?
• How does it enhance goals, engagement, and/or our physical environment?

Software, capital and non-capital equipment
• How does it enhance research and/or teaching?
• Why is it necessary to conduct our business?

Facilities, human resources, student services, technology
• What is the risk of non-compliance or not investing?
• What are alternative options to the investment?

Tenure, tenure-track, and/or contract instructor faculty positions (see Requesting Faculty Position(s) policy)
• What is the demonstrated need?
• In what way[s] does the hire support the future direction of the unit and/or the college as a whole?

Permanent and/or temporary positions
• What is the demonstrated need?
• In what way[s] does the hire support the future direction of the unit and/or the college as a whole?

REASON FOR POLICY
To justify collegiate investments and identify how proposals for new investments meet the criteria as evaluated by the College of Design.
PROCEDURES
The unit head(s) or director(s) should describe the proposed initiative and budget; the time frame for the initiative; how it meets the criteria; prior work in the area; supplemental funding available or to which the unit will be applying; and, if previously funded, the current progress of the initiative. If a joint proposal from more than one unit, the budget must identify how the resources will be allocated between the units. The Dean of the College of Design will make the final decision in consultation with appropriate parties from the Senior Leadership Group. Note that this policy and procedure is not for requesting a faculty position from the College position reserve.

If funded, the Dean or the Dean’s designee will meet regularly with the unit head(s)/director(s) to discuss the status of the initiative. The accompanying completed form will be used during those discussions as a reference in measuring the progress toward the initiative’s goals.

FORMS/INSTRUCTIONS
The attached form should be filled out and submitted to the Dean. Ideally, requests should be presented during the unit’s annual budget hearing; however, proposals may be submitted at any time. If a new faculty position is requested, see Requesting Faculty Position(s) policy and complete the appropriate form.

DEFINITIONS
Collegiate unit
College of Design academic school or department, research and/or outreach center, administrative office.

Financial resources
Funds that derive from O&M (tuition and state funding), UM Foundation (gifts), ICR, and/or non-recurring reserves.

New initiative
A new or significantly enhanced program, activity, or staff member that cannot be accomplished without additional revenue beyond that which is available in the unit.

RELATED INFORMATION
• College of Design Requesting Faculty Positions Policy

HISTORY
October 2014 - Principles for strategic investments of the College of Design were distributed with directions for developing strategic plans.
September 2015 – The original principles were reviewed and revised.
Fall 2016 – The Senior Leadership Group reviewed the prior year’s budget process and recommended to streamline the criteria, the process, and to develop an investment framework.
Request Form
Proposal for Funding for a New or Expanded Initiative

Date: 
Time frame of initiative: 

Unit: 
Amount requested: 

Unit head/director: 
Recurring or nonrecurring? 

Category of investment: 

Approved by: 
CDes amount approved: 

A. General description of the initiative (a detailed proposal also may be attached):

B. Prior work in this area:

C. Other sources of funding available or to which the unit will apply (e.g., Imagine Fund, internal and/or external grants)

D. If previously funded, current progress:

E. Describe, briefly, how the initiative meets the investment criteria for the category of the request, including the projected impact(s) of the initiative:
   Facilities, equipment, programs, events, miscellaneous
   • What is the demonstrated need?
   • How does it enhance goals, engagement, and/or our physical environment?

   Software, capital and non-capital equipment
   • How does it enhance research and/or teaching?
   • Why is it necessary to conduct our business?

   Facilities, human resources, student services, technology
   • What is the risk of non-compliance or not investing?
   • What are alternative options to the investment?

   Permanent and/or temporary positions
   • What is the demonstrated need?
   • How does the hire support the future direction of the unit and/or college as a whole?

Budget Summary (include descriptions of items):

<table>
<thead>
<tr>
<th>Items</th>
<th>Amount requested from college</th>
<th>Amount allocated from unit funds</th>
<th>Amount from other sources</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (salary+fringe)</td>
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<td></td>
<td></td>
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<tr>
<td>Other expenses</td>
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<tr>
<td>TOTAL</td>
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