Proposals for course reduction or stipend - a template

The PRC will award compensation to the chair or the department coordinator on the basis of the work accomplished in the past, and of the coherence and appropriateness of the plans for the future. The September reports will serve as the main evidence for progress and will constitute the main basis for compensation.

For departments who are struggling with Program Review, this money could be used to organize a workshop to help the department make serious progress in this area. Compensation will consist of either a course release or a stipend on the year the six-year report is due and every other year prior to this.

Elements to include in a proposal:

1. **Aims:**
   - short-term: what will be accomplished in the year the course release is awarded?
   - long term: what needs to be accomplished by the time the 6 year program review report is due?

2. **Time line:**
   - Short-term: provide a detailed schedule for the year—including a schedule of meetings, and deadlines for the different objectives you have established for your department.
   - Long-term: what is the plan for the years remaining until the 6 year program review is due? In particular, when is each of the departmental goal going to be assessed? When is each of the section of the report going to be discussed in the department?

3. **Responsibilities:**
   - Who is responsible for assessing particular outcomes?
   - How will the results be shared among members of the department?
   - Who will write the report?

4. **Budget**
   - If the request is for a stipend: how will the stipend be used? Provide a detailed budget for the use of the stipend.