

Funding Request Guidelines for Academic Senate

Purpose of Senate Dues

The De Anza Academic Senate collects voluntary dues from its members and uses this money to support Senate work for its officers and Part-Time At-Large Reps. This includes attendance at State Academic Senate plenaries in northern and southern California, support training and community building for the Executive Committee, and requests from faculty to support specific projects or initiatives. Senate funds are also sometimes used to support student scholarships. In general, Academic Senate funds are meant to directly support faculty work and initiatives.

Background

The current voluntary dues of the De Anza Academic Senate stand at \$15 per pay period, or approximately \$150 per year for faculty not teaching Summer. After current standard expenses this should allow for approximately \$8-10k per year to support faculty work and projects as well as student scholarships. In addition, the Academic Senate currently has a healthy bank balance with sufficient reserves to cover any unexpected lean years in the future. These numbers are included to give you some sense of the foundation of the following guidelines.

Funding Request and Disbursement Process

All funding requests should be submitted via email to the Academic Senate Officers. The Academic Senate officers may be reached at academicsenate@fhda.edu. Funding requests will be agendaized and put before the executive committee in a timely manner and considered for approval. Once approved, funds will be distributed upon delivery of any requested quotes, receipts, or other materials. Funds are typically distributed via check. Only officers that are approved check signers may distribute funds.

See Funding Request Guidelines on the following page.

Funding Request Guidelines

When requesting funds, please provide the following information in your email to academicsenate@fhda.edu:

1. **Name of faculty member** requesting funds and **the program they are associated with**.
2. **Proposed use of funds**. Keep in mind that these funds are meant to support specific faculty work or projects including seminars, workshops, campus events, research, or materials.
3. **Justification for funds**. Describe the impact of the funds and explain why you are requesting the funds from Academic Senate specifically. Requests that align with the Academic Senate and College Mission are the most compelling.
4. **The amount of the request**. Individual requests are normally capped at \$500. Larger requests can be approved by the executive committee via a supermajority vote of the executive committee. Serial requests for similar events may also be limited to no more than \$500 at the executive committee's discretion. Senate caps the overall awards at no more than \$8000/year, with this amount to be reviewed annually during budget development and review.
5. **Overall Budget**. What is the overall budget for your event?
6. **Requested Timeline for use of funds**. Agendizing an item for consideration requires a lead time of at least 5 days and items typically require review at a minimum of two meetings. Plan on submitting your request a minimum of three weeks prior to the funds being needed. The Academic Senate may consider funding requests made for reimbursements at the discretion of the officers based on the current state of the Academic Senate budget and amount of other currently approved or pending requests.
7. **Anything else we should know**. Feel free to add more details.

Note: Incomplete requests may be delayed. Please reach out with any questions or support requests.