 **STATEMENT ON RESOURCE IMPLICATIONS FOR SPPC**

*A statement on resource implications is required from the Dean / Director for proposals submitted to:*

* *Faculty of Graduate Studies (FGS)/Senate Committee on Curriculum and Course Changes (SCCCC), for graduate/undergraduate course changes beyond 9 credit hours that will require review by the Senate Planning and Priorities Committee;*
* *FGS/SCCCC for significant graduate/undergraduate program modifications that have resource implications for the department/faculty/college/school.*

Please address the following items in in the space provided. The statement on resource implications must be signed by the Dean/Director or by both the Faculty and College Deans, as appropriate. The SPPC will use the information provided to understand whether the unit has fully considered the resource implications of the proposal and is in a position to support the course and/or program changes on an ongoing basis.

**A. Resource requirements / costs**

Section A-1 – Net change in credit hours

In the case of proposals for graduate/undergraduate course changes beyond 9 credit hours, indicate the number of courses to be deleted, the number to be introduced, and the net change in credit hours.

Section A-2 – Existing Staffing Resources

Provide the number of existing academic staff positions, by the type of position (e.g., tenure/tenure-track, Instructor, Sessional Instructor, Teaching Assistant, etc.), in the unit making the proposal (i.e., the program, department, college, faculty/school). Indicate full- and part-time positions.

Focusing on full-time faculty positions, indicate: the number of retirements that have occurred over the previous five years, the number of new hires over the same period, the number of any vacancies, and any plans for filling the vacancies, including how the positions would be funded.

Provide the existing number of administrative/support staff positions by the types of positions (e.g., Director, Academic Advisor, Administrative Assistant, etc.).

Section A-3 – New Staffing and Other Resource Requirements

Indicate the number of any new academic and/or support staff positions that would be required, if any, **to develop, implement, and support** the proposed course/program changes. Indicate the number of FTE positions and the types of positions (e.g., tenure/tenure-track, Instructor, Sessional Instructor, Teaching Assistant, etc.; Director, Academic Advisor, Administrative Assistant, etc.). Outline the cost of salaries and benefits.

If no new academic or support staff will be required, demonstrate that the unit has sufficient existing teaching and administrative staff resources **to develop, implement, and support** the proposed course/program changes through the reallocation of existing teaching and administrative staff resources. Identify potential impacts on other undergraduate and/or graduate programs offered by your unit and explain how these would be addressed.

If new academic or support staff will be required, briefly outline any plans or timelines for advertising or hiring to fill those positions.

Indicate whether the unit anticipates that the proposed course/program changes will lead to changes in enrolment, including in other courses/programs offered by the unit that might be impacted. Describe the changes and identify any associated costs.

Describe any new or incremental operating costs (direct and/or indirect), capital requirements (one-time and/or ongoing), requirements for space, or upgrades to facilities, including classrooms.

If new or incremental costs are not anticipated, demonstrate that the course and/or program changes can be supported with existing resources**, including through the transition to a revised curriculum where major changes will be made.**

Describe any requirements for undergraduate/graduate student support.

**B. Revenue / resources**

Will the Faculty/School would require any new subvention from the University Fund to support the proposed course/program changes in your unit? If yes, indicate the amount that will be requested.

If additional revenue will be required to support the course/program changes but the Faculty/School would not request any new subvention, identify the revenue source(s) (e.g., tuition, laboratory fees, other fees, etc.) that will be used to fund the proposed course/program changes.

**C. Signatures**

Dean of Faculty / Director of School:

Signature: Date: Click or tap to enter a date.

Dean of College:

Signature: Date: Click or tap to enter a date.