



**Department of Public Health and Recreation (PHR)**  
Department Funds Special Request Policy

**Purpose:** To establish guidelines for the allocation of departmental funds for special requests within the PHR Department

**Applies to:** SJSU PHR faculty including both full-time and part-time faculty

**Application Process:**

- Submit an email request to Department Chair, describing the purpose and rationale for funding, especially, its benefits to our PHR department (please see below for allocation criteria)
- Attach any supporting documentation, for example, a pricing quote

**Decision Process:** Applications will be reviewed promptly, typically within a week, by the Department Chair in consultation with the program coordinators. Notifications will be communicated thereafter.

**Allocation Criteria:** The merits of applications will be carefully reviewed considering: (a) benefits and impacts of requests (especially benefits to our department); (b) scope and practical feasibility of the requests; (c) the extent to which the requests are in line with our departmental strategic plan, such as the priorities described in the strategic plan; (d) weights of benefits versus costs; (d) fund availability; and (e) equity, equality, and integrity in funding-allocation decision-making.

**Sources of funds:** For these special funding requests, we are able to access to OE&E (operating expenses and equipment), which has been allocated to our department by the central administration on a yearly basis, as well as to Tower Foundation Account of our department. OE&E is based on our student enrollment performances, whereas the balance for Tower Foundation Account fluctuates depending on kind, generous contributions by our donors. As of September 30, 2019, the balance of Departmental Tower Foundation Account is \$6,197.74. The balance carries over to next years; however, once the funds are spent, there is no guarantee that we can maintain this level of funds available. This reality reminds us of a broader issue of strategically communicating about and promoting the values of our programs and the vision/mission of our department with our stakeholders and donors/potential donors. These have implications for fundraising and revenue generation to continuously support our operations and the growth and sustainability of our SJSU PHR department.

Policy approved: October 23, 2019