

Procedure area	Management - Staff
Procedure title	TLC Proposals Procedure
Procedure detail	<p>TLC welcomes ideas for sustainable improvements.</p> <p>Proposals will be considered and approved/declined by one or more of the TLC Meeting groups – Academic Board, Management or Support Group. A proposal may need to go through more than one group/meeting.</p>
Procedures	<p>If you, your students, other staff, or TLC as a whole may benefit from your idea please put it forward to the appropriate meeting in the form of a proposal.</p> <p>How to present a proposal to the groups:</p> <p><u>Step 1</u></p> <ul style="list-style-type: none">• Proposal with a financial consideration - send to Management• For matters relating to delivery of courses - send to Academic Board• Roles and tasks items go to Support Group• Contractual/employment matters go to Inner Hub (which is a confidential sub-group within Support) <p><u>Step 2</u></p> <p>Fill in a proposal form.</p> <p>There are two kinds of forms - an Expenditure proposal and a General proposal. If there are any costs (including wages) to the school associated with your proposal, use an Expenditure proposal form; otherwise use the General proposal form.</p> <p>Please make sure you fill out the form clearly and include all the information needed to enable the group to make a decision. Talk to Support Group staff if you need help writing a proposal.</p> <p>If you don't supply ALL of the information required for a decision the proposal will be returned to you with a request for more information. (See note below).</p>

Step 3

Email the proposal to the appropriate meeting facilitator (at present they are Dennis Berdinner for Management, Karen Reid for Academic Board and Carrie Burke for Support Group.)

Please hand your proposal in the day before the meetings are held so there is time to add it to the agenda.

Management group meets Wednesdays at 12.00pm.
Support Group meets Tuesdays at 12.00pm.
Academic Board meets Wednesdays at 10.30am.

Step 4

The group will designate someone to get in touch with you with a response.

Notes:

Information needed for expenditure proposals:

- What exactly do you want?
- What is it going to cost?
- Are there cheaper ways to achieve the result you are asking for?
- What is the justification in terms of student needs? For example, "If we get a widget, 10 more students per term will be able to complete their projects." Or, "If we get a widget, we will be able to do X, Y and Z which students are clamouring to do but can't with the present resources." Or, "If we get a widget we will avoid major production bottlenecks which are presently generating queue rage." The list could go on...
- Is it sustainable? There's no point getting something new if (for example) it's vulnerable to acquisition by students and you haven't reliable security arrangements in place.
- Are there safety implications? If so, how do you intend to manage them?

Context

If you make a well argued case based on student needs there's a good chance that the proposal will be approved.
