

2008-09 Department Retreat Guidelines

The purpose of a department retreat is to identify, develop, or strategize for accomplishing goals and objectives for the academic year. The primary outcome of the retreat is to align those goals with the College's and the University's mission and strategic plan.

Department Retreat Funding Requests must be approved by the Dean and CAO prior to the retreat. If the request is approved, the expenses will be covered by the Division of Academic Affairs. No more than one retreat per year per department will be approved. The maximum per person rate is \$48.

Procedure

1. The department Chair submits a proposal to the Dean and copies the Budget Manager. The proposal should include the following:
 - Time and place of the retreat.
 - Retreat agenda or discussion topics.
 - The number and names (names optional) of the faculty participants.
 - Staff participants, if any, should be actively involved in the planning and execution process.
 - Other Participant's names and their purpose for attending.
 - Estimated itemized cost of the retreat. Costs must be reasonable.
 - **Overnight** retreats are NOT subject to reimbursement.

2. Upon review and approval by the Dean, the request is forwarded to the Director of Academic Budgets and Planning, from the College/School's Budget Manager, for processing and CAO approval.
3. If approved, the expenditures incurred are paid by the Division of Academic Affairs.
4. Reimbursement requests with receipts are forwarded to the College/School's Budget Manager for submission to the Director of Academic Budgets and Planning, Division of Academic Affairs.
5. Retreat reports should be submitted to the Dean within 3 weeks following the retreat briefly detailing retreat outcomes and plans for the future based on retreat work.

On-Campus retreats are encouraged. Facilities costs will be considered on a case by case basis.

Please contact your College/School's Budget Manager with any questions you may have.