

August 25, 2009

TO: LA&S Department Chairs and Program Directors  
FROM: Gwen Havranek, Director, Business Operations, LA&S  
RE: 2009-10 Academic Equipment Replacement Requests

The Academic Equipment Replacement (AER) program has been announced by the Office of the Provost. Accordingly, departments should assess program needs and submit prioritized requests for funding to my attention by **Friday, October 2, 2009**. Copies of the Provost's memo announcing this program, and current AER Guidelines, are attached.

Distribution of funds by the Office of the Provost takes into consideration programming needs and campus priorities and is not necessarily based on the size of departments or prior allocations. Therefore, please provide a justification that explains how your request supports your program(s). Although AER funds may not fully cover all requests, we encourage you to submit a comprehensive list of qualifying items. This level of detail better informs us of department needs and allows us to pursue other funding sources.

It is recommended that chairs consult with department faculty and staff to identify and determine what items will be proposed. As noted in the call memo, **requests should follow a format that prioritizes and identifies critical items first and then lists other items. Each item requested requires an explanation and/or justification that demonstrates how the item supports the teaching, research or administrative function of your department/program.** Incomplete or unprioritized requests will be returned to departments for revision and the October 2nd deadline will not be extended.

LA&S has been successful in the past securing an AER allocation for our College to support the quality of the programs we deliver. Therefore, we appreciate your careful consideration of department needs relative to the AER Guidelines when requesting AER funds. If you have questions or need additional information regarding this process, you may contact me at ext. 3518.

GH/nr

Attachments

cc: J. Schiffer, Dean  
Department Secretaries