

# **Proposal: Administrative and Support Unit Wellbeing and Success Programming**

**Unit Supervisor Name:**

**Unit Supervisor Title:**

**Unit Supervisor Email:**

***Review each of the following required documents. When you have completed and attached these documents to this proposal form, check the relevant boxes.***

Proposal Cover Page (this page)

Narrative description (two pages, maximum) of proposed activity, including:

- Objectives and target audience (i.e., all employees, new hires, etc.) of the program.
- Anticipated outcomes of the program and program's alignment with enhancing wellbeing/success in the area/unit.
- Expected timeline for the program or activity, including intended completion date.

Budget, including transportation, lodging, and professional fees. Note that the following items cannot be funded: directly-purchased food/beverages, incidentals like toiletries or medications, gifts, or consumables like books, mugs or water bottles, or clothing. The maximum amount that can be requested by a single unit is \$15,000.

***Check the following boxes, add your signature, and then save this proposal form (or forms, if you are submitting more than one) and accompanying required information as a single PDF file. Route the file to your unit's managing director. That person will complete the remainder of the information and route the proposal to the Office of Faculty Success. You will be notified when your proposal has been received.***

As applicable, employees in my unit have discussed and support this proposal. Those who do not support this proposal have been provided with the opportunity to discuss their concerns.

If funded, I understand that I will be expected to produce a post-activity report to help assess the effectiveness of this funding program.

My signature below affirms that the information in this proposal is accurate and that I authorize this proposal for submission and review.

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## **TO BE COMPLETED BY MANAGING DIRECTOR:**

On a scale of 1-5 with 5 indicating a proposal that is highly likely to significantly benefit employees in the unit, I rate this proposal as follows:

**Name and Title:**

**Signature:**

**Route signed package to the Office of Faculty Success ([luciana.c.cavazos@ttu.edu](mailto:luciana.c.cavazos@ttu.edu)).**