

Date: _____

From: Department:_____Department Code:_____

2025/2026 Work Study Program – Proposal Priority List

INSTRUCTIONS:

1. Please rank your Work Study jobs in priority order to be funded.
2. Should your department wish to allocate total funding equally amongst all supervisors, please indicate by checking the box provided below.
3. Specify the number of hours requested for each job. Minimum 100 hours to maximum of 340 hours per job.
4. Proposal submissions will include all job postings, a signed contract for each supervisor, and the proposal priority list.
5. Please send your proposal submission by email to mariaf@uvic.ca by **May 26, 2025**.
Late submissions cannot be considered.

Priority	Supervisor Name	Supervisor V#	Supervisor email	Work Study Job Title (e.g. lab assistant)	Hours Requested
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Should your department be allocated less funding than requested, do you wish to have the total allocation calculated and assigned on a percentage basis amongst all work study jobs listed? YES ☐ NO ☐

Funding allocations are made in accordance with the priority list information. Please rank your jobs carefully, as **adjustments will not be permitted once the funding allocations are made.**

Department Head: (print) _____ Signature: _____