I have recently received a request to complete a form or supply some data to you or your section.

Unfortunately I receive many more such requests than I can reasonably satisfy, and while I am sure that your request does not fall into this category, many of the requests I receive entail an inappropriate use of my very limited time.

Sadly, many administrators assume that academic time has zero marginal cost and, given that a thousand emails can be sent with a click of a button, this assumption often leads to delegation of non-academic work in an inappropriate way.

Again, I am sure that your request does not fall into this category, and if the required information is necessary and being collected with the appropriate authority and consideration for workload, then I am more than happy to return it.

However, before I can allocate time to completing this task, I need to know:

1. What is the purpose of the requested information?
2. Who has initiated the collection of this information?
3. Is returning the information voluntary or compulsory?
   a. If compulsory, who has authorized this and under what authority?
4. Who will be reading or analyzing the collected information?
5. What efforts have been made to ask only for information not already publicly available?
6. What will be the consequences of not returning this information?

Recent performance management moves in our Faculty have emphasized that a laser-like focus on research is of paramount importance and therefore workload management is crucial to this.