

MEMORANDUM

DATE: July 1, 2014
TO: Engineering Department Heads
FROM: Darren Dawson
RE: College of Engineering Budget Policies Revised and Effective Beginning July 1, 2014

This memo is to inform you that two additional policies have been added to the existing College of Engineering Budget Policies. Specifically, we must reduce the amount of faculty carryover allowed to roll into the future fiscal year. Additionally the carryover funds will require department head and dean approval if used for the faculty member's salary.

Effective June 30, 2015, a maximum of \$50,000 per faculty can roll into fiscal year 2016. Effective June 30, 2016 and for future years, a maximum of \$25,000 per faculty can roll into the next fiscal year. In the event that a faculty member has a higher balance than these limits, the balance above the limit will be rolled up to the Department and College at a 50%:50% split. Note: Faculty members with annual extramural research expenditures in excess of \$500,000 may negotiate with the Dean's Office of a higher carryover amount on a year to year basis.

A copy of the Budget Policies is attached.

Cc: Gary Clark, Noel Schulz, Patsy Havenstein

College of Engineering Budget Policies

DATE: Revised & effective beginning **July 1, 2014**

Leave Without Pay (LWOP): 100% of the salary savings that occur when individuals are on LWOP will be retained by the College.

Open Lines: 100% of the funds on faculty open lines and positions will be immediately returned to the College when the position is vacated; with the exception that the lost position is connected to the departmental faculty not supporting a mid-probationary review or tenure and promotion and subject to availability of funds.

Phased Retirement: 100% of all salary savings resulting from a phased retirement while the faculty member is still employed will be retained by the College. At the time of full retirement, the retirement policy noted below takes effect. The 100% of the salary savings will be calculated on the basis of the full-time (prior to phase retirement) salary.

Released funds: Salary savings resulting from transfer of salaries to sponsored projects (release time, salary buy-out) are returned to the department.

Retirements: 100% of the funds that are opened due to retirement will be returned to the College.

Sabbaticals: The College encourages full-year sabbaticals. There are no salary savings from a one-semester sabbatical. The department will receive all salary savings associated with sabbaticals. There are no College funds to support sabbaticals.

Strategic/Opportunity Hiring Plan: Department Heads are to complete a Strategic Hiring Plan Request form(s) by June 1 of each year to the Dean's Office for approval to recruit any tenure or tenure-tracked faculty position(s).

Allowed Carryover Per Faculty:

Effective Date	Allowed Carryover	Exceeded Carryover
06/30/2014	100%	
06/30/2015	\$50,000	Split 50/50 Dept/College
06/30/2016	\$25,000	Split 50/50 Dept/College

Note: Faculty members with annual extramural research expenditures in excess of \$500,000 may negotiate with the Dean for a higher carryover amount on a year to year basis.

Funds Banked for Faculty: Any banked funds (non-grant) used for a faculty member's salary must have pre-approval from the Department Head and the Dean.

The above policies may be changed at any time and especially in the event of major budget reduction imposed by the state of university.