

## Directions for Completing the Department-Level Budget Worksheet for New Probationary Faculty Hires

The calculations are predicated on the following assumptions:

1. We must honor contractual agreements (i.e. entitlements, etc.).
2. Funding is sufficient to maintain W T U's needed to meet program requirements and base FTE / S targets assigned.
3. Supplemental "one-time" funding for additional FTE / S, beyond the base target, is not part of the calculation.

### Instructions:

Use the following instructions and make entries only into blue or yellow cells on the "Department-Level Budget Worksheet for New Probationary Faculty Hires" to determine whether or not you can afford to commit additional instructional faculty funding, on a permanent basis, to new probationary faculty positions. The other cells will recalculate based on entries for your department or school.

Make all salary entries, for both reductions and additions, using 12 months of salary.

Negative numbers must be entered as such.

### Instructions for cell references

#### Current year:

- C2** Enter the name of your department or school
- H3** Enter the **average** annualized temporary faculty salary.  
Divide the total annual temporary faculty salary spent (July 1 – June 30) by the annualized temporary faculty F T E F used
- D4** Enter the **total** dollars currently required to cover all tenured, tenure-track, F E R P, and P R T B faculty salaries
- E4** Enter the **total** number of FTE / F funded for tenured, tenure-track, F E R P, and P R T B (Pre-Retirement Reduction in Time Base) faculty
- H4** Enter the **total** dollars available to cover all Part Time faculty salaries
- Line 5** Your Dean will inform you if there are any base adjustments planned for recruitment year
- M4-5** Enter current year actual F T E S generated
- N4-5** Enter current year actual annualized Teaching W T U's
- O4-5** Enter current year assigned time **total** W T U's (e.g. Coordinators, Program Director; i.e. all non-F T E / S generating W T U's)

**Recruitment year:**

**D8** Enter the **total** dollars required to cover salaries for all new tenure-track hires to start recruitment year.

**E8** Enter the **total** number of FTE/F to be funded for all new tenure-track hires to start recruitment year.

**D9 (negative)** Enter the total salary **dollar amount** for the **total** T T R retirement salary savings (based on 12 months of salary) for all T T R retirements in the recruitment year.

**Example:** Professor Goodbye with a salary of \$87,540 retires or resigns. Enter 87,540 in column D10

**E9 (negative)** Enter the **number** of **total** FTE / F for all T T R retirements

**D10 (negative)** Enter a **dollar amount** for the **total** T T R resignations salary savings (based on 12 months of salary) for all T T R resignations.

**E10 (negative)** Enter the number of **total** FTE / F for all T T R resignations

**D11 (negative)** Enter a **dollar amount** for F E R P **total** salary savings (based on 12 months of salary) for all new F E R P next year

**E11 (negative)** Enter the **number** of **total** FTE / F for new F E R P faculty beginning the recruitment year

**Example:** Professor Happy, with a salary of \$78,000, retires and enters FERP for the following fall semester. Most FERPers elect a half-time situation, but this is not always the case. For the purpose of this example, the half-time scenario will be used. Whether the faculty member chooses .50 for both fall and spring, or 1.00 one semester only, the net result will be the same – a decrease of salary by .50 for the year. Again, adjust cell D 12 by \$39,000 ( $\$78,000 \times .50$ ) and cell E 12 by .50

**D12 (negative)** Enter a **dollar amount** for **total salary savings** from faculty ending F E R P, based on 12 months of salary for the recruitment year

**E12 (negative)** Enter the **number** of **total** FTE / F faculty ending F E R P the recruitment year.

**Example:** Prof. Nearlygone, a .30 faculty member with a salary of \$36,000 is ending F E R P as of August next year, so enter \$36,000 in cell D 12, and enter .30 in cell E 12 to decrease salaries and FTE / F for faculty ending F E R P

**D13** Optional cell for salary for unanticipated reduction to commitments (e.g. moves to MPPs, deaths)

**E13** Optional cell for FTE / F unanticipated reduction to commitments (e.g. moves to MPPs, deaths)

**M11** Enter projected **target** FTE / S supplied by Dean

**O11** Enter projected assigned time **total** W T U's (e.g. Coordinators, Program Director; i.e. all non-FTE / S generating W T U's)

**New hire year:**

**D17** Enter the **total** 12 month salaries of all anticipated new hires for the new hire year. (For any faculty starting in spring, enter full year salary)

**E17** Enter the **total** number of FTE / F of all anticipated new hires for the new hire year