

## MEMORANDUM

Office of Academic Planning & Budget  
2107 Murphy Hall  
140501

June 18, 2009

Dean Aimee Dorr  
Dean Vijay K. Dhir  
Dean Frank Gilliam  
Dean Gerald Levey  
Dean Courtney Lyder  
Acting Dean Reynaldo Macias  
Dean Judy Olian  
Dean No-Hee Park  
Dean Emil Reisler  
Dean Robert Rosen  
Dean Linda Rosenstock  
Dean Joe Rudnick  
Dean Cathy Sandeen  
Dean Michael Schill  
Dean Judith Smith  
Dean Timothy Stowell  
Dean Christopher Waterman

Dear Colleagues:

The specific actions associated with the policy modification are as follows:

The dean should inform the Associate Vice Chancellor, Office of Academic Planning and Budget of the desire to forego the FTE and provide the name of the separating ladder faculty member, the account that housed their appointment, the effective date of their separation, their department and salary.

APB will remove the FTE from the account, place it in a holding account, and record the above information as part of the ownership record. The FTE will be unfunded and will be termed a Shell FTE.

APB will transfer the associated permanent funding to an account under the dean's control in a non-salary sub-account.

At such time as the dean wishes to make an appointment using the Shell FTE, APB should be informed of the department in which the ladder faculty member is to be appointed, the account that will house the appointment, and the effective date of the appointment. At the time the dean's office establishes the permanent


date of the appointment. At the time the dean's office establishes the permanent budget to fund the appointment; APB will transfer the Shell FTE to the account in order to balance the staffing list. As stated above, the dean will be responsible for the cost of the salary and benefits associated with the appointment.

This policy modification is being implemented to maximize the contribution of faculty separations to the budget cuts in order to protect the campus' teaching resources. It will remain in place during the current budget problems, and the Shell FTE will be available to deans for five years after the end of this period.

The current Turnover Savings – Upgrade Pool policy remains in force in those situations where a dean does not wish to shell the FTE associated with separating ladder faculty.

If you have any questions regarding the above please contact me or Budget Director Fay Woo.

Sincerely,

  
Glyn Davies  
Associate Vice Chancellor

cc: Chancellor Gene Block  
Vice Chancellor Steve A. Olsen  
Budget Director Fay F. Woo  
Assistant/Associate Deans