ASSISTANT DEANS

Dear Colleagues:

I am writing to provide details on the implementation of the 2010-11 base budget reductions, the one-time transition money, and the supplemental instruction funding and FTE allocations for schools, colleges, and divisions.

BUDGET REDUCTIONS AND FACULTY FTE

The reductions have complicating factors that require a distinct approach. These factors include the following:

- Base reductions will be allocated for 2010-11 but not permanently resolved by deans until June 30, 2013;
- Deans will receive transition funding in 2010-11 to help manage the reductions; and,
- FTE from retirements or deaths will be a component of addressing the budget reductions for general campus colleges and divisions.

Base budget reduction and transition amounts were specified in the Chancellor and Provost's February 5, 2010 letter and attachments. The base reductions will be allocated on a permanent basis after July 1, 2010 to a unique budget reduction account established and managed at the dean's level. The unique account will facilitate dean's office and Budget and Institutional Analysis (BIA) review of budget deficit resolutions. Deans' offices will zero out this account on a current-year basis as of June 30 starting in 2011, although this does not have to happen on a permanent basis until June 30, 2013.

The one-time transition funds will be allocated to the budget reduction account in 2010-11; the dean will have discretion on how to use these funds.

General Campus Colleges and Divisions

Policy for positions vacated through retirement or death. For all general campus colleges and divisions, the base budget reductions will be offset by the full exit salary of all 2008-09 and 2009-10 (to date) retirements where the upgrading has already reverted to the central campus. BIA will transfer that funding on a permanent basis to the dean's 2010-11 budget reduction account. Additionally, until deans zero out their budget reduction accounts on a permanent basis, the full exit salary from retirements or deaths
for I&R FTE will be used to offset these reductions. For these positions, the dean’s office should transfer permanent salary funds by the end of the year into the budget reduction account and transfer the FTE to the central provision account (CHANFTE) with the dollar amount of $0 on both the debit and credit lines.

As outlined in the Provost’s March 17, 2010 letter on Faculty FTE Planning Information, once the budget reduction is met, the dean will keep 70% of I&R FTE vacated by retirements or deaths. All vacant FTE held by the dean will be at the assistant professor III level.

Policy for positions vacated through resignation. Deans have the option of returning FTE generated through resignations to help offset their budget reductions. In this instance, deans may use the full exit salary to offset the cut. If deans choose to keep the FTE, upgrading funding will be returned according to normal procedures.

Units may use AES FTE retirements to help address the deficit in their budget reduction accounts. BIA will count the full exit salary associated with these retirements, just as we will for I&R FTE.

Professional Schools

FTE vacated by retirements or deaths in 2008-09 at general campus professional schools reverted to the central campus. Those FTE and the associated base salary will be returned to the schools.

As specified in the Provost’s March 17th letter, professional schools have no retirement returns associated with their 2010-11 budget reduction. Thus, in the event of a retirement or death, the school will return upgrading funds to the central campus according to normal procedures. Professional school deans do have the option of giving up an FTE; if they choose to do so, they will receive credit for the full exit salary. This includes exit salaries associated with retirements going back to 2008-09.

ALLOCATION OF SUPPLEMENTAL INSTRUCTION FUNDING AND FTE

In accord with the February 5th and March 17th letters, supplemental instruction funding and FTE will be allocated to deans. Allocations will be in four parts: 1) faculty FTE based on pro-rata shares of the total lecturer funding provided in the 2009-10 supplemental instruction allocation; 2) funding to upgrade faculty provisions to
accommodate full salaries of continuing lecturers; 3) funding to upgrade existing vacant faculty provisions to the current assistant professor III salary; and 4) any remaining funds will be used to fund teaching assistant FTE.

BIA will work with campus payroll to add continuing lecturers to the staffing list; they must be budgeted at their full salaries beginning July 1, 2010. Central campus funding will be available for all future merits. To fund merits for continuing lecturers, we will use the same procedures used for senate faculty merits.

ACTIONS

By June 15, 2010, please establish a unique budget reduction account (OP fund 19900) at the dean's office level for the permanent reduction and provide the account number to me at cwcarter@ucdavis.edu. BIA will transfer the full exit salaries for 2008-09 retirements and those of any 2009-10 retirements already returned to the central campus to this account. Colleges and divisions should transfer to this account the full exit salary of their remaining 2009-10 retirements using the process described above. For all academic units, BIA will post the 2010-11 budget reductions to these accounts after July 1st.

If you have any questions, please feel free to contact me.

Sincerely,

Christopher W. Carter, Director
Budget and Institutional Analysis

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c: Director Agee
Budget and Policy Specialist Bunch
Associate Vice Chancellor Ratliff
Principal Budget Analyst Saylor
Analyst Watts