This document provides guidelines for allocating base budget and one-time resources within departments and academic programs.

A call for funding proposals to support strategic priorities aimed at enhancing the effectiveness of academic programs is sent to department heads each spring. Units are asked to submit a comprehensive plan that details initiatives which will advance the department’s research, teaching, and service enterprises. Components of the resource request may include:

- New faculty positions, graduate assistantship support, new staff positions, or other sustained efforts. These requests should be tied to the strategic goals of the department, college, and university. The rank at which faculty searches are authorized will be determined by the strategic needs of the college and the unit and must be addressed in the request. Requests for a new faculty position may be made even though no faculty have left the department or academic program. Conversely, searches are not authorized simply because of faculty departures.

- Temporary teaching support, capital equipment, renovations, or other one-time initiatives. To assist the department or academic program with teaching obligations, the College may provide the unit with funds to cover replacement teaching for the number of courses taught by the departing faculty member in the previous academic year, or from the generated salary savings due to a fund source change. The request will include a description of the strategic initiative or goal, the tactics or means the unit will use to help reach the goal, and anticipated outcomes.

**Merit:** A 3% merit program has been approved by the Board of Regents. Merit pool allocations have been calculated on the salaries of continuing budgeted positions funded from the base budget on September 1, 2016. All merit increases must be founded on meritorious achievements.

Merit increases for employees may be awarded if (1) the employee has been employed for the six months immediately preceding the effective date of the merit salary increase, (2) six months have elapsed since the employee’s last merit salary increase or lump sum merit payment, and (3) six months have elapsed since the employee’s last promotion or position reclassification.

Staff performance must be documented by a current year formal performance evaluation with an “Achieves” or higher overall rating that has been conducted in accordance with university
rules. Departments should plan to recommend salary increases as appropriate for staff members based on their respective evaluations.

**Merit Approval**: All merit increases are subject to approval by the Dean. Merit increases that exceed 10% for employees should be rare and require approval by the Provost and Executive Vice President.

**Equity Approval**: With rare exceptions, equity increases are funded from the department’s available merit pool and are subject to approval by the Dean, the Dean of Faculties (or Human Resources for staff), and the Provost and Executive Vice President.

**Faculty Promotion**: Faculty promoted effective September 1, 2016 will receive a 10% base increase (5% from the university and 5% from the college). This includes academic professional track faculty. The promotion increase is separate from any additional merit recommended by heads and directors.

The following are the interrelated elements of the College’s revised budget guideline which became effective as of September 1, 2015:

- Base funding from all vacated faculty positions will return to the College. The retrieval will be implemented during the budget prep cycle. There will be no retrieval of staff positions.

- All other faculty salary savings will automatically revert to the College at the time of the official payroll action.

The college budget guideline will be revisited annually.