New and Returned Faculty Lines

When a faculty hire is authorized, the line (salary and fringe) is added to the itemized budget in the first fiscal year for which the new faculty member is appointed for the full academic year, and the department’s allocation is adjusted upward by the salary and fringe of the new faculty member. When faculty members start mid-year, the salary and fringe for the first partial year are handled by funds transfer from the Dean’s Office to the department.

When a faculty member fully retires or otherwise leaves the College, the salary line (including fringe) is returned to the Dean’s Office. This means the line in the itemized budget is reduced to zero, and the allocation is adjusted downward by the full amount of the faculty member’s salary and fringe. When a faculty member leaves mid-year, a funds transfer is made from the department to the Dean’s Office in the amount of the salary and fringe covering the portion of the year after the departure. Departments may request funds for replacement teaching needs, and the Assoc. Dean for Research and Planning will consider such requests on a case-by-case basis.

Lines for faculty members whose departmental tenure recommendation is negative and who subsequently leave the College are not returned to the Dean’s Office, but a future faculty hire will go against the funds that are left in the department’s budget.

For an explanation of how faculty salary lines are handled in the case of a phased retirement agreement, see the separate Phased Retirement procedure.