



April 14, 2011

MEMORANDUM

To: Deans, Directors, and Others Responsible for Budgets
From: Suzanne Ortega, Provost and Executive Vice President for Academic Affairs
Subject: **BUDGET GUIDELINES FOR FY 2011-12**

If your unit receives an allocation of the Instruction & General (I&G) budget, an Microsoft Excel workbook delineating your allocation will be emailed to you and your fiscal agents. Please examine this allocation closely.

All units that report to the Provost have until **April 22, 2011** to Lock Level 4 Organizations in Salary Planner – Regular Staff and Bargaining Unit Staff and until **April 25, 2011** to Lock Level 4 Organizations in Budget Development. All Schools/Colleges at the Level 3 Organization must be completed and locked no later than **May 2, 2011** for both Salary Planner and Budget Development. However, smaller units are encouraged to complete their budgets before this date, if possible. Budgets must comply with the following instructions, which supplement the attached University-wide guidelines:

1. FY11 Permanent Base Reductions

To meet recurring budget cuts from the State, each VP/School/College base budget has been reduced. Detail is included in the excel FY12 Instruction & General base budget allocation workbook.

2. Faculty Salaries

There are no increases in I&G allocations (aside from promotions) for Deans or faculty salaries.

Consistent with prior year, research faculty, including Post Doc, increases are permitted provided that funding is available and approved in their respective **restricted** budgets. The faculty member must be 90% funded through research. COLA adjustments are permitted ranging from 1%-4%. **See attached memo from VP of Research.**

Fixed promotional increments for 2011-2012 will be funded from a separate allocation and will be as follows:

Assistant to Associate Professor	\$3,000
Associate to Full Professor	\$4,000

These increments will be added to your budgets when promotion decisions have been completed. Submitted budgets should reflect the current titles of faculty under consideration for promotion and should not reflect the fixed promotional increments. Contracts for these faculty members will be held pending final promotion and tenure decisions. Base adjustments include promotional increments for faculty who were promoted in 2011. These increments are shown under the heading "FY11 Faculty Promotions."

Sabbatical salaries should be footnoted and be budgeted as follows:

- Full base salary for regular one-semester sabbaticals at full pay;
- 0.67 times base salary for regular one-year sabbaticals at 2/3 pay;
- 0.835 times base salary for mini-sabbaticals (one semester at 2/3 pay);
- 0.835 times base salary for regular one-year sabbaticals at 2/3 pay that span two academic or fiscal years.

Include any special administrative components (SACs) for faculty performing administrative duties; use comments to specify the amounts and titles of the SACs. Any changes in salary will be on the base salary and not on the SAC.

For temporary, part-time faculty, calculate FTE by dividing budgeted salaries by \$23,896. The minimum rate of pay for adjunct and temporary part-time faculty is \$664 per credit hour.

3. Staff Salaries

There are no increases in I&G allocations for staff salaries.

Consistent with prior year, staff 100% funded through restricted research will not be allowed any increases, even if the research budget allows.

Please refer to the University 2011-12 Guidelines for Mass Salary Updates for Non-Bargaining Unit Staff.

4. GA/TA Stipends

There is no additional I&G allocations for GA/TA stipends. Please use the following *minimum* stipends per 0.50 FTE appointment:

Graduate Assistants	\$12,467 pre-masters	\$13,715 post-masters
Teaching Assistants	\$13,445 pre-masters	\$14,791 post-masters

5. Student and Temporary Employee Salaries

There is no additional I&G allocation for student and temporary salaries. The minimum wage rate for student employees will not change. Use an average of \$19,068 to compute student/temporary FTE's.

6. Summer Session and Evening and Weekend Degree Programs

The I&G allocation includes estimated funding for the 2011 summer session and for EWDP. Actual dollars will be distributed after the terms have begun and may differ from these estimated figures.

7. Other Allocations

Schools/Colleges will receive a detailed spreadsheet regarding your base budget adjustments, included will be allocations coming from the Provost and the VP for Equity and Inclusion. The spreadsheet shows what the Provost and VP will be budgeting (in most cases a negative 1660), you should budget the opposite (in most cases a positive 1660).

8. Indirect Cost ("Overhead") Budgets

Separate budgets are required for all overhead funds allocated or "returned" by the VP for Research and Economic Development. Overhead budgets are subject to the guidelines included herein. The amount of your overhead allocation for FY12 is yet to be determined. More information is forthcoming from the VP of Research. Questions regarding overhead budgets should be referred to Kate Green at 7-2949 or kmgreen@unm.edu.

9. Other Instructions

The Provost's area (including the branch campuses) will use only the Banner Budget system. Your budgets must be prepared using this system.

At their discretion, deans and directors may reallocate funds within their overall I&G allocations. However, non-salary allocations may *not* be used to supplement salary increases for continuing employees.

Regarding employees with multiple salary sources, please utilize the "*comment*" field to show all sources of salary by index number, if at all possible. Contracts cannot be issued until all salary sources are known by index number.

Pay close attention to the calculation of FTEs, which should be consistent with budgeted salary dollars.

Documentation will be required for budgets using account code 1901 and 80SA. Please

provide detailed description of planned use for these budgets.

Documentation will be required for budgets using allocation account codes and transfer account codes. Please indicate the index and account code where the offset allocation is occurring (**ex: To 688001-1660 Funding for Academic Excellence \$10,000 *or* From 158003-11F0 Departmental training support \$5,000**). Also ensure that the index receiving the offset also documents the index and account code. All allocations and transfer budgets must tie out at a university level; this documentation will assist both the Provost and University Budget Offices.

Budgets must be ***completed at the Level Three Org no later than May 2, 2011.***

Please contact Kate Moore at moorek@unm.edu if you have questions.

**MEMORANDUM**

Date: April 12, 2011

To: Deans, Directors, Associate Deans for Research, Research Administrators, Research Faculty and Principal Investigators

From: Suzanne Ortega, Provost /Executive Vice President for Academic Affairs
Julia Fulghum, Vice President for Research

Re: FY 12 Salary Increases for Research Faculty

We are pleased to announce that UNM faculty with non-tenure track appointments (as defined in Section 2.3 of the Faculty Handbook) whose salary is funded at least .9 FTE from sponsored research funds will be allowed to incorporate a COLA (cost of living allowance) into their FY12 salary. COLA salary adjustments ranging between 1.0% and 4.0% are allowable, if sufficient funding is available in budgets approved by the cognizant funding agency.

Please note that this allowance applies only to non-tenure track faculty funded through sponsored awards. Because UNM policy prohibits staff employees whose salaries are funded by grants and contracts from receiving salary adjustments that deviate from those approved for staff with other sources of funding, research staff are not eligible to receive a COLA for FY12.