



MEMORANDUM

TO: COAS Faculty

FROM: Edna Greene Medford, Ph.D.
Interim Dean

DATE: August 3, 2018

SUBJECT: COAS Budget Adjustments for AY2018-19

This memo is intended as an update on the measures the College has taken to meet this year's budget target. As you may know, COAS's budget was reduced by approximately 5 percent for AY2018-19. In an effort to meet target, chairs were encouraged to consider a variety of ways to manage costs, including maximizing the workload of permanent faculty by assigning a 2/2, 3/2 or 3/3, depending on the degree-granting level (undergraduate, MA, MFA, MM or PhD) of the department and the level of research productivity of each faculty member. This is in line with the faculty workload policy adopted by the University in January 2000 and reinforced as part of the College's Faculty Performance Evaluation guidelines of January 2011. Additionally, departments were urged to shift expenses from unrestricted (university allocations) to restricted (endowed funds) accounts, where appropriate; cancel sections with low course enrollment; and assign a 4/4 course load to lecturers and master instructors. Most of the departments were able to realize significant reductions in costs by doing a combination of these things.

We are well aware the adjustments present significant challenges for certain departments, especially those that rely on large numbers of adjuncts and graduate teaching assistants. With this in mind, the Office of the Dean submitted a detailed impact statement along with the COAS budget. It is our hope that additional funds can be located and the support these departments have traditionally experienced can be restored. In the meantime, temporary faculty appointments are being processed. Please speak with your chairs if you have any questions about the status of your appointment.