CONTINUING LECTURERS SALARY INCREASE & TURNOVER SAVINGS POLICY

Summary
Central funding will be provided to cover merit increases, range adjustments and other special salary increases for General Funded continuing lecturers, effective with fiscal year 2009-2010. In conjunction, turnover savings will be returned when part or all of a continuing lecturer FTE is vacated. This policy only applies to those continuing lecturer positions that are permanently budgeted and appear on the staffing list.

Divisions are not required to permanently budget all continuing lecturers. Central funding for merit increases, range adjustments, etc. and the return of turnover savings would only apply to those positions (or portions of positions) that are permanently budgeted. Divisions would be responsible for funding non-continuing (pre-six) lecturer costs, initial appointments as continuing lecturer and increases to FTE, as well as temporary appointments or changes in time.

Initial Implementation
Set up selected General Funded continuing lecturers in the permanent budget and staffing list based on their June 30, 2009 salaries prior to any merit increases or special salary increases:

a) In coordination with Planning and Budget, divisions will delete existing ladder faculty provisions in order to reflect the continuing lecturers on the staffing list.

b) Determine which continuing lecturer positions are to be permanently budgeted as well as the “on-going” base distribution percentage for each of those positions. Do not include temporary increases/decreases in time or temporary appointments/distributions. If the appointment is variable, estimate the expected on-going portion.

c) Update PPS for each employee to add the on-going base distribution FTE amount.

d) Adjust the permanent budget to reflect the deletion of the ladder faculty provision and the creation of each new continuing lecturer FTE.

e) **There can be no net change in total FTE by division due to these changes.**

f) Because the Colleges don’t hold FTE, permanent FTE cannot be set-up there. They fall under the formula-funding model used to provide introductory writing instruction through the College Core Courses.

g) Special situation for Music FTE: Implementation and on-going funding needs to be based on roughly 55% of costs are General Funded and 45% course materials fee funded.

Comparison of existing ladder faculty provisions to estimated on-going continuing lecturer FTE:

<table>
<thead>
<tr>
<th></th>
<th>Estimated as of 6/30/09</th>
<th>Open Faculty FTE</th>
<th>Cont Lect Headcount</th>
<th>Est Cont Lecturer FTE</th>
<th>Cont Lecturer Salary Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts*</td>
<td>22.00</td>
<td>33</td>
<td>10.00</td>
<td>$579,021</td>
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<tr>
<td>Engineering</td>
<td>9.20</td>
<td>7</td>
<td>4.63</td>
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<td>Humanities-Lang</td>
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<td>18.43</td>
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<td>Humanities-Writing</td>
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<td>11.62</td>
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<tr>
<td>Humanities-Other</td>
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<td>0.88</td>
<td>$71,880</td>
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<tr>
<td>PB Sciences</td>
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<td>12</td>
<td>8.66</td>
<td>$655,614</td>
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<tr>
<td>Social Sciences</td>
<td>8.50</td>
<td>11</td>
<td>5.17</td>
<td>$350,529</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>101.65</strong></td>
<td><strong>102</strong></td>
<td><strong>59.39</strong></td>
<td><strong>$3,846,286</strong></td>
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</tbody>
</table>

* Arts adjusted to reflect 45% of Music continuing lecturers funded by course materials fee.
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If a division has insufficient funds available through open ladder faculty FTE, other open provisions need to be downgraded or turnover savings reallocated to fully fund the initial continuing lecturer FTE.

IMPORTANT: Note that this transition reduces the number of ladder faculty provisions available for recruitment, although it will make it clearer exactly what level of resources are committed to on-going appointments. If in the future a division wants to use a provision occupied by a continuing lecturer to recruit for new ladder faculty, this can be done by removing the FTE from the continuing lecturer and reassigning the FTE to an open ladder faculty title.

At this point, the turnover savings policy will be invoked (see below) and no more central funding will be provided for salary increases for this individual continuing lecturer.

Funding Policy
For those General Funded continuing lecturer FTE that are permanently budgeted:

1. Range adjustments will be funded centrally. This will be handled either through an automated process when PPS is updated or through a journal initiated by Planning and Budget.

2. Merit increases and other special salary increases included in the collective bargaining agreement that affect the base appointment will be funded centrally. Similar to how ladder faculty merits are handled, divisions will need to submit a paper FMW journal (and TOF if applicable) after the increase is approved and entered into PPS.

3. Turnover savings will be returned, effective with all changes in continuing lecturer FTE after 7/1/09. The initial turnover savings threshold will be Professor, step I ($77,800 or $95,600 in Engineering and Economics). Divisions will retain all funding up to these levels and return funds above these amounts centrally. The turnover saving policy will apply whenever a continuing lecturer FTE is vacated or reduced, such as:

   a) Retirements;
   b) Separations;
   c) Layoffs;
   d) Decreases in FTE that are not temporary;
   e) Appointment to another title (regardless of whether the same provision is used);
   f) Reassigning a continuing lecturer FTE to ladder faculty status;
   g) Any other action that vacates part/all of an FTE.

Only permanent funds will be returned centrally. Divisions will retain all current year savings, unless the turnover is actually applicable to a prior fiscal year than when the funds are returned. Turnover savings will be applicable to any permanently budgeted continuing lecturer position, regardless of where funding initially came from to fund it.

Related Items
1. Temporary appointments and changes should NOT be reflected on the staffing list. Implement a temporary action by adding a new distribution with zero FTE or by adjusting the distribution percent of an existing appointment while leaving the distribution FTE unchanged. These actions leave the permanent budget unchanged, while altering actual pay for the desired time period.
2. Non-continuing (pre-six) lecturers may NOT be permanently budgeted. Divisions will continue to cover all salary costs related to this population. In addition, divisions will fund the initial cost of setting up the FTE for a lecturer that reaches continuing status. Other continuing lecturer costs divisions will be responsible for include:

a) Temporary changes in percent time;
b) Temporary appointments;
c) The difference between the “on-going base” FTE and the actual distribution percentage;
d) Increases in FTE;
e) Cost increases due to merits, range adjustments, etc. for temporary actions described above.

3. Throughout the year divisions will need to manage their continuing lecturer population similar to how other academic and staff employees are managed on the staffing list, EXCEPT

➢ There can be no net change in total academic FTE by division.

Whenever an FTE adjustment is required for a continuing lecturer, there must be a corresponding change in an open faculty provision to balance the total FTE. This includes actions due to turnover, new hires, increases/decreases in FTE, etc.