



Budget, Human Resources Administrators Retreat

**Wednesday, August 22, 2007
Lumpkin Auditorium – 8th Floor
Moore School of Business**

**8:00 a.m. – Coffee & Danish
8:30 a.m. – 12:00 noon – Business Meeting**

AGENDA

- 1. Introduction**
- 2. FY09 Budget Development Process:**
 - a. GA Allocations
 - b. Non-tenure instructional and research appointments
 - c. TFAC allocations
 - d. "A Fund" Program budgets including lab and summer accounts
 - e. All Funds Budgeting – E and Educational Foundation resources
- 3. FY08 Budget Execution Process:**
 - a. Overview of major budget changes since July 1, 2007
 - b. Quarterly review of "A Fund", "E Fund" and grant accounts
 - c. Semi-annual review of educational foundation accounts, full-time salaries, and time and effort reporting
 - d. Semester review of credit hour production
 - e. Semester actions for Lab accounts – course listings to Bursar and review of budget to actual enrollments
- 4. Overview of FY07 Carry Forward Calculation**
- 5. Overview of New FY08 Faculty Hires to include salaries, startups and other "A Fund" costs**
- 6. Focus for FY08 Rotating Weekly Site Visits – Educational Foundation spending and grant-funded positions**
- 7. Determining E150 resources to support existing commitments and future hires**
- 8. Faculty Recruitment Handouts:**
 - a. Office of Equal Opportunity Programs, Academic Recruitment and Section Guidelines <http://www.sc.edu/eop/publications.html>
 - b. Checklist for Interviewing Faculty Candidates <http://www.cas.sc.edu/dean/handbook/documents/recruitmentchecklist.pdf>
 - c. Interview Procedures <http://www.cas.sc.edu/dean/handbook/documents/facinterviewprocedure.pdf>
 - d. Senior Associate Dean department breakdown
 - e. College Faculty Search Advertisement 2007-2008 <http://www.cas.sc.edu/dean/handbook/documents/advertisement.pdf>

9. Tenure and Promotion, Post Tenure Review and Third Year Review

<http://www.sc.edu/tenure/>

- a. USC T&P Tenure Clock Guide <http://www.sc.edu/tenure/tenureclockguide.shtml>
- b. UCTP Guide to Criteria Procedures “Goldenrod” Book
<http://www.sc.edu/tenure/guide.shtml>
- c. UCTP’s “Maximizing the Success of T&P Files from Your Unit: Advice to Unit T&P Chairs” http://www.sc.edu/tenure/Handout_Advice_to_Unit_Chairs_0407.pdf
- d. UCTP’s “Navigating the Tenure and Promotion Process: Advice to Candidates”
http://www.sc.edu/tenure/Handout_for_Candidate_Navigating_the_TP_Process_0407.pdf
- e. UCTP’s “Tenure and Promotion Notes”
- f. Post Tenure Review – Exemption from Faculty Manual
http://www.sc.edu/policies/facman/Faculty_Manual.pdf#page=35
- g. Third Year Review ACAF 1.05 <http://www.sc.edu/policies/indxtabl.html#ACAF>
- h. Tenure and Promotion Review – Probationary Period from Faculty Manual
http://www.sc.edu/policies/facman/Faculty_Manual.pdf#page=22
- i. List of Department Unit T&P Committee Chairs 2007/2008
- j. College of Arts and Sciences, Deadlines for T&P, Post Tenure and Third Year Review <http://www.cas.sc.edu/dean/handbook/t&pdeadlines2007-2008.pdf>

10. Sabbatical Application Request Forms for 2008/2009 **DUE to DEAN NOV 2, 2007**

<http://www.sc.edu/provost/forms/sabbaticalrequest.pdf> **Contact: Catherine Pilot**

Additional Web References:

Administrative Policy for Management of Educational Foundation Scholarship Funds

<http://www.cas.sc.edu/dean/handbook/ChapterTwo.html>

Department Spending Authority Memorandum <http://www.cas.sc.edu/dean/handbook/2-3.html>

Funding Retirement Events Memorandum <http://www.cas.sc.edu/dean/handbook/2-2.html>

Month-by-Month Calendar <http://www.cas.sc.edu/dean/handbook/calendar2007-2008.pdf>

Professional Development Office 2007-2008 Training Calendar <http://hr.sc.edu/profdevp/calendar.html>

and Registration Form <https://hr.sc.edu/online/pdregistration.asp>

Routing Chart <http://www.cas.sc.edu/dean/handbook/1-2.html>

New and Revised Policies & Procedures - ACAF:

[ACAF 1.05](#) Tenure Progress Review of Faculty: Third Year Review – Latest Revision Date: 08-16-2007

[ACAF 1.06](#) Unclassified Academic Titles -- Latest Revision Date: 06-14-2007

[ACAF 1.18](#) Change of Status to and from Tenure-Track Faculty (formerly Promotion from Instructor to Assistant Professor) -- Latest Revision Date: 10-26-2006

[ACAF 1.31](#) Extension of Faculty Tenure-Track Probationary Period -- Latest Revision Date: 08-16-2007

[ACAF 1.50](#) Outside Professional Activities for Faculty -- Latest Revision Date: 06-14-2007

[ACAF 1.60](#) Modified Duties Semester for Faculty -- New Policy: 08-16-2007

[ACAF 1.61](#) Faculty Dual Career Accommodation -- New Policy: 08-16-2007