

**Illinois State University**  
**Academic Affairs**  
**FY13 Planning Document**

Units in Academic Affairs are requested to submit an Annual Planning Document. The FY13 Planning Document, spreadsheet, applicable PERS forms, and presentations must be saved to your *Final Submission Folder* in the *Budget Docs Drive* by March 26, 2012.

The public presentations of both the FY12 Annual Report and FY13 Planning Document will be held April 3-4, 2012 at the Alumni Center, Room 118.

**I. Major Objectives for FY13**

Describe the unit's most important objectives for FY13. Outline how these support the mission/goals of the Unit/Department/School, College and *Educating Illinois*.

**II. Permanent Funding Requests**

Any initiative that would require permanent funding, currently not a source of funds available through the Office of the Provost, should be outlined in this section. A detailed explanation of the need and budget rationale should be provided. Requests for permanent funds should not be included in the Provost Enhancement Requests.

**III. Strategic Budgeted Carryover (SBC) Requests ONLY (PERS 937 spreadsheet)**

List, in priority order, SBC requests in the **PERS 937 – SBC Only tab**. It is recommended you attend the Strategic Budgeted Carryover training and review the SBC documents before completing the spreadsheet. Access and save the PERS 937 spreadsheet to the *Budget Docs Drive: FINAL Folder*.

**IV. Provost Enhancement Requests and Strategic Budgeted Carryover (PERS 937 spreadsheet)**

List, in priority order, PE & PE + Strategic Budgeted Carryover in the **PERS 937 – PE & PE + SBC tab**. It is recommended you attend the Strategic Budgeted Carryover training and review the SBC documents before completing the spreadsheet. Access and save the PERS 937 spreadsheet to the *Budget Docs Drive: FINAL Folder*.

**V. Personnel Requests: Tenure Track Faculty-NEW (PERS 936a spreadsheet)**

Based on an assessment of current and projected needs, provide your prioritized requests for tenure track faculty using the PERS 936a forms. It should be noted that all Tenure Track requests should be based on a 9-month contract as limited by AIF. Access and save the PERS 936 spreadsheet to the *Budget Docs Drive: FINAL Folder*.

**VI. Personnel Requests: Tenure Track Faculty- Non-reappointment or tenure-denial/death (PERS 936b spreadsheet)**

At any time during the two years, the College may request permission to fill the tenure track position. The primary funding source for these authorized positions will be permanent funding in the tenure track line. Access and save the PERS 936 spreadsheet to the *Budget Docs Drive: FINAL Folder*.

**VII. Facilities Requests**

[Academic Construction Project Initiation Forms](#) should be submitted through the appropriate Dean to the Provost by December 15.