

# Illinois State University Academic Affairs FY18 Planning Document

Units in Academic Affairs are requested to submit an Annual Planning Document—including PERS forms (as applicable).

The public presentations of both the FY17 Annual Report and FY18 Planning Document will be held March 28-29, 2017 at the Alumni Center, Room 118. An agenda for this event will be posted on the Provost's website in March 2017.

Each College will be provided a Credit Hour Report by Appointment Type and FTE NTT Data report from Planning, Research and Policy Analysis. All units should utilize this data in developing your Planning Document.

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## **Narrative (Word format) and PERS forms— Due March 16, 2017**

**Dept/Schools:** The College will send the PERS form templates to your Unit

**Colleges:** Access the PERS form templates in the Budget Docs Drive: Working Folder  
Final Submission uploaded to your Budget Docs Drive: FINAL Folder

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### **I. Major Objectives for FY18**

Describe the unit's most important objectives for FY18. Outline how the objectives 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. Please complete the PERM Request spreadsheet to identify prioritization and total fiscal implications of the College's requests.

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

Please provide a brief narrative that includes summary data regarding the number of SBC requests, the total amount of SBC requests, and which categories (see spreadsheet) rank the highest in terms of number of SBC requests, and total amounts per category. Choose several high priority requests, and succinctly present them so that they clearly illustrate the strategic necessity of the SBC request. *Refer to the SBC & PE Guidelines for more information.*

### **IV. Provost Enhancement (PE) Requests (PERS 937 spreadsheet)**

Please provide a brief narrative that includes summary data regarding the number of PE requests and the total amount of PE requests. Similar to the SBC section, select several high priority Provost Enhancement (PE) requests to highlight in this narrative. *Refer to the SBC & PE Guidelines for more information.*

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

Please provide a brief narrative that includes the total number of tenure track positions being requested along with the total salary amounts. Please succinctly present the rationale for several selected highest priority positions supported by appropriate metrics. *Refer to the instruction sheet attached to this document.*

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

The College should request permission to fill any vacated tenure track position as a result of non-reappointment, tenure denial, or death. The primary funding source for these re-authorized positions will be the current salary from the vacated position. Additional AIF funds can be requested, but an appropriate justification will be required. *Refer to the instruction sheet attached to this document.*

# PERS 936a - Tenure Track Faculty Instruction Sheet

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**PLEASE MAKE JUSTIFICATIONS FOR EACH TENURE-TRACK POSITION BASED ON PRPA CREDIT HOUR DATA provided to your College by PRPA. This data will be considered in making strategic decisions on tenure track faculty authorizations.**

*(Note: all fields are required.)*

**College:** Indicate college [CAST, CAS, COB, COE, CFA, MCN, MIL].

**Department/School:** Indicate department or school.

**Priority Rank:** Indicate priority rank.

**Specialization/Discipline:** Indicate specialization or discipline.

**Justification:** Please use trend data on major headcounts from the Academic Program Profile and credit hour trend data from PRPA to support your rationale. Please indicate all applicable categories regarding this request. Be as specific as possible. Any additional rationale can be included in the "Other" category as needed.

- Provide rationale for needed replacement created by a resignation or retirement, and indicate name of person resigning or retiring.
- Describe any sustained and significant enrollment growth in major or in semester credit hours generated in the program related to this position.
- Explain any curricular necessities or accreditation requirements related to this position.
- Is there an enrollment growth plan in place? If so, please provide the details.
- Other – please provide any additional rationale as needed.

**Faculty Rank:** Indicate rank in the dropdown field.

[Assistant, Assistant/Associate, Associate, Associate/Full\*, Full\*].

\*Provide rationale in the salary justification column.

**Request AIF Monthly Salary:** Indicate the new requested monthly salary.

[Please do not use ranges in this field]

**Request AIF Annual Salary:** All Tenure Track positions are 9-month appointments with the exception of Milner. This is a calculated field. No entry is needed.

**Total Salary:** This is a calculated field. No entry is needed.

**Salary Justification:** Provide reference to pertinent salary data for your discipline. Please include average and range by academic rank of your particular school/department and any other pertinent sources (e.g. discipline specific data, the most recent College and University Professional Association (CUPA) data) that add to your justification.

# PERS 936b - Non-reappointment or tenure-denial or death Instruction Sheet

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*(Note: All fields are required)*

The College should request permission to fill any vacated tenure track position as a result of non-reappointment, tenure denial, or death. The primary funding source for these re-authorized positions will be the current salary from the vacated position. Additional AIF funds can be requested, but an appropriate justification will be required.

**College:** Indicate college [CAST, CAS, COB, COE, CFA, MCN, MIL].

**Dept/School:** Indicate department or school.

**Specialization/Discipline:** Indicate specialization or discipline.

**Faculty Rank:** Indicate rank in the dropdown field.  
[Assistant, Assistant/Associate, Associate, Associate/Full\*, Full\*].  
\*Provide rationale in the salary justification column.

**Request Dept. Monthly Salary (PERS 936b):** Indicate the monthly salary from the vacated Tenure Track position.

**Request Dept. Annual Salary (PERS 936b):** All Tenure Track positions are 9-month appointments with the exception of Milner. This is a calculated field. No entry is needed.

**Request AIF Monthly Salary (PERS 936b):** Indicate the supplemental funding needed.  
[Please do not use ranges in this field]

**Request AIF Annual Salary:** All Tenure Track positions are 9-month appointments with the exception of Milner. This is a calculated field. No entry is needed.

**Salary Justification:** Provide reference to pertinent salary data for your discipline. Please include average and range by academic rank of your particular school/department and any other pertinent sources (e.g. discipline specific data, the most recent College and University Professional Association (CUPA) data) that add to your justification.

**Total Salary:** This is a calculated field. No entry is needed.

**iPeople #:** Indicate previous incumbent's iPeople position number. This is not their UID #. This is a 9-digit number.

**Previous Incumbent:** Indicate the first and last name of the previous incumbent.

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