

# MEMORANDUM

**November 14, 2008**

**To:** Dr. Michael Botwin  
Chair, Academic Senate

**From:** Dr. James S. Kus  
Chair, University Budget Committee

**Re: Interim Policy on Allocation of Instructional Administrative  
Positions (APM 355)**

At its meeting on November 12, 2008, the University Budget Committee reviewed the Interim Policy on Allocation of Instructional Administrative Positions (APM 355). We noted that this interim policy was written at a time when budget decisions were made on this campus in accord with the system-wide "Orange Book" policies and guidelines. At present, instructional administrative positions are allocated within the current budget model formulas and therefore the allocation methods contained within (APM 355) are no longer applicable. Therefore, after discussion, it was

MSC to support the recommendation of the Executive Committee to remove this interim policy from the Academic Policy Manual.

If you have any questions regarding this recommendation, please do not hesitate to contact me.

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## INTERIM POLICY ON

### ALLOCATION OF INSTRUCTIONAL ADMINISTRATIVE POSITIONS

1. Total instructional administrative positions is the sum of school deans, department chairs, and coordinator positions allocated to the university, excluding the Dean and the Associate Dean of the Division of Graduate Studies and Research and the Vice President for Academic Affairs' staff.
2. The coordinator positions generated in the budget for the supervision of the student teacher program should be allocated in full to the School of Education and Human Development.
3. The remaining instructional administrative positions will be divided 85 percent for formula allocation and 15 percent for negotiated allocation.
4. The formula allocation applies to all schools except Education and will be based on actual FTEF, FTES, and majors by school. These factors will be weighted as follows: 60 percent actual FTEF; 20 percent FTES; 20 percent majors.
5. The negotiated allocation applies to all schools and will be allocated by the Vice President for Academic Affairs following consultation with the schools, the University Budget Committee, and the University Personnel Committee.
6. The Vice President for Academic Affairs will make an annual reporting to the University Budget Committee, and the University Personnel Committee of the use of instructional administrative positions.

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Approved by the Academic Senate  
Approved by the President

September 1979  
February 1980