

Essential Departmental Expenses

PURPOSE

The purpose of this Administrative Memo is to help departments develop their proposed annual essential expense budget and to improve consistency of the budgeting process across all academic Departments. Each year the Dean will ask unit leaders to submit a proposed unit-level essential expense budget that will be integrated within the overall College budget.

The Departmental budget presented to the Dean will include the following categories of proposed expenses and explicitly identify all components of each.

1) Salary + OPE of tenured/tenure-track faculty FTE assigned to teaching and research [excludes Extension funding].

Does not include:

- Any fractional faculty FTE that is not part of the T/TT appointment.
- The T/TT components that are to be covered by OSU Foundation funds (i.e. endowed Chairs) [Note—this may need to change in the future as salaries rise beyond endowment capacity to cover them]

2) Additional fixed-term salary and OPE of tenured/tenure-track faculty having less than a 1.0 FTE appointment.

This includes fixed-term FTE granted to faculty for specific course instruction beyond that expected for the tenure appointment, or for a temporary administrative or other assignment deemed essential to the success of the Department.

3) Salary + OPE of essential departmental support staff, excluding Extension staff support.

Essential staff is to be explicitly identified in the annual budget request and approved by Executive Associate Dean. Includes the FTE of:

- Professional Faculty (OM),
- Classified (OSII),
- Student Worker
- Essential FRA FTE.

This does not include any staff or faculty FTE that is dedicated to College-level support or direct instruction.

4) Salary + OPE of contract instructor FTE.

Only includes FTE explicitly tied to specific resident instruction courses that will be taught during academic year. Does not include costs associated with e-campus courses.

5) Essential TA salaries and benefits.

Only includes single term TA salaries plus required benefits (health insurance and bonus) at standard FTE level for expected work. TA's assigned to specific courses using guidelines below.

6) Essential Supplies and Services

Includes expected cost of operating departmental office, paying for essential fixed communication services (telephone and fax hardware telecomm charges), instructional materials, office supplies, office equipment maintenance, replacement office equipment costs, plus an annual T/TT faculty S&S allocation to cover support expenses not centrally managed. DH will exercise discretion in how those funds are actually allocated

ESSENTIAL TEACHING ASSISTANT GUIDELINES

1) TA's may be hired to be sole teachers of courses in the event that other faculty are not available and they have necessary expertise. These arrangements will likely be rare and appropriate compensation is to be negotiated on a case by case basis.

2) TA's may be hired to support faculty instruction of resident courses as needed. Typically, a GTA in the College of Forestry is awarded at the 0.2 FTE level but it may be higher depending on the expected workload and any need to attract students with special skills or knowledge necessary for the success of the course.

3) Other considerations for whether or how much, TA FTE should be assigned to a course include:

- Level of course
- Number of required didactic and preparatory hours per week.
- Number of independent lab sections, and degree of instructional difficulty.
- Number of students enrolled (TA's should only be assigned to courses with more than 25 students)
- Homework intensity of course and level of judgment required for grading (i.e. daily numeric answer checking vs. periodic analysis of essay answers)
- Difficulty of lab set up and transportation arrangements.