

## College of Arts and Sciences – Course Funding Request Form (CFR) Instructions

Once you determine which courses/labs for a given semester will be supported by your permanent funds or already committed funds, you may submit the course funding request form to request college or EM funds for additional courses/labs if needed. The form is used for original requests (during first round of scheduling each semester) and for changes in original requests (ongoing). Please bear in mind that these requests should be used to cover gaps due to unusual circumstances (e.g., sabbaticals, leave without pay, course buyouts). **After completing all the faculty searches, the College does not expect to have extensive availability of Salary Savings.** As such, our ability to provide coverage for additional courses is **minimal**.

### EFFECTIVE Since Fall 2019:

- *If funding is provided to the department through the CFR mechanism and an in-load course on the schedule is canceled (assigned to a regular faculty member), we will ask you to move the regular instructor to the CFR course and release the funding back to the College*
- *Funding provided by the Honors College stays in the department; use such funds to hire GAs or Adjuncts to replace your faculty who is teaching a Honors class. The college will not provide funding to cover courses left open because of commitments to the Honors College.*

### Changes in process:

- **Proof 1 and CFR should be submitted together.** Both documents should be uploaded in the Dedicated Folder (SCHEDULES/Fall 2020) in Dropbox. Please send an email to **both** [jlakey@nmsu.edu](mailto:jlakey@nmsu.edu) and [epontell@nmsu.edu](mailto:epontell@nmsu.edu) to notify us of the completed submission.
- On the Proof 1 you can place all courses that are covered by your existing resources (i.e., anything that appears on your budget pages, like faculty members, GAs, Faculty Pools that are still in your departmental budget pages, your discretionary account, your SURF account) or through previously approved visiting faculty lines. Do not place on Proof 1 anything else.

***Please use this file name format when saving and emailing forms: CFR+Dept+Sem+Year (e.g., CFRMATHFALL20). When the form has been revised and is being resubmitted, please add the following to the file name and subject line: -Rev Date (e.g., CFRMATHFALL20-Rev12-02-19).***

### Form Header:

In order for a request to be considered, this portion must be complete. It is essential that the date of the first request and the subsequent date of any revisions are clearly indicated at the top.

### Section A:

In this section, you are asked to summarize all funds that **you have received approval** to use towards additional courses. Typical examples of funds that are listed in this section are:

- Funds that the Dean has approved towards the sabbatical leave of a specific individual (**DESCRIBE ONLY the funds you have received approval for the semester in question**)
- Funds that have been approved by an agency towards course buyouts of a specific individual (provide index number)

This is also the section where you can report:

- Individuals that have requested and received approval for leave without pay [REPORT only the amount of the salary saving that was approved as part of the Leave Without Pay request]

Please report on this section only those instances where funding has been specifically approved; for example, if someone retires, that event will not automatically lead to salary savings approved to your department.

Please verify and indicate any source(s) of salary savings that will be generated for the **SEMESTER** for each faculty member. Please note that some buy-outs or funded leaves will be awarded with fringe included. When indicating the amount of salary savings please indicate the amount actually available for course coverage (the salary portion of the award). For research buy-outs, please provide also the index that is used for the buy-out.

Please include any notes in the “Notes” column that may be important for your records or for the Dean’s office records. The Dean’s office will confirm that the amount is available and indicate this on the form as part of the approval process.

### Section B:

List full and complete course information for all courses for which you are seeking support from the Dean’s office. This includes courses that will be taught by adjunct instructors, lab sections taught by graduate assistants, and courses to be taught as overloads. Please indicate rank of individual on the form (Instructor, College Assistant, etc). **This does NOT include visiting or other full-time temporary faculty.** There is a separate process for requesting visiting faculty. Note that

- 1. Overloads have to be pre-approved by the Dean (and they are discouraged)**
2. Staff members whose positions do not include teaching as a duty cannot serve as instructors unless an explicit approval has been obtained from the Dean

In the reason/justification section, please provide detailed, but brief information regarding the reason for the request and the significance of each course for your general education/major programs. It is very unlikely that you will receive funding without an adequate justification for your request. I will use many of these justifications in my requests to EM – thus, please make sure to be clear on the impact and motivation for the request. Please use the following considerations:

- We are expecting a **very tight** budget – thus please do not request courses unless there is a dire need; expect many of the requests to be declined unless clearly covered by a source of salary savings (e.g., sabbaticals, leave without pay, buyouts).
- Your requests should be justified within the context of your planned regular course rotations;
- Typically, you will need courses when there are exceptional circumstances in your department (e.g., a sabbatical leave, a course buyout, a leave without pay).

We ask each department to **prioritize** your requests – please bear in mind that these priorities should reflect the actual curricular importance of the course (e.g., core requirements and general education courses should have higher priorities than electives). We ask that you clearly indicate the course and section numbers. **DO NOT** assume that after approval you can reassign the funds to other courses – this will require another approval and it is not guaranteed.

Finally, please bear in mind that the College has adopted a policy to determine the salary levels for courses requested through CFRs – regardless of whether the courses are taught by adjuncts or by regular faculty members (as overloads). Due to the tight financial situation, it is very unlikely that the College will approve exceptions to such salary structure. Certain sources of funding (e.g., EM) require the courses to be of use and appeal to a very broad audience (e.g., general education).

The Dean's office will determine the best source of funding for approved courses, assign a commitment number for each in the far left column, and indicate the amount approved for coverage of each course. Completed and approved forms will be returned to departments for schedule updates and in advance of related hiring. All hiring should reference the appropriate commitment number(s). At the time of commitment you may add the approved courses to the academic schedule.

Finally, **you are expected to use the funds approved for the specific courses you requested** – it is not acceptable to use the funds for courses different than those included in the approved CFR.

(Updated November, 2019)