

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).

Forms are to be completed and maintained electronically and are submitted directly to Enrico Pontelli (epontell@ad.nmsu.edu). ***Please use this file name and email subject line format when saving and emailing forms: CFR+Dept+Sem+Year (e.g., CFRCSSpring15). 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., CFRCSSpring15-Rev 2-2-15).***

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 approved** for using 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
- Individuals that have received course releases through one of the college programs (e.g., Course Release award, Grants for Grants award)

Please report on this section only those instances where funding has been specifically approved; for example, if someone retires that would 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.

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. Please use the following considerations:

- We are expecting a very tight budget – thus please do not request courses unless there is a dire need;
- 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; if these change after approval, please make sure to send an updated version of the CFR.

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.

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. (Updated July, 2015)