

ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources

Sub-unit: College of Agriculture and Natural Resources

Subject: Tenure & Tenure-Track Position Management Process

Revised/Approved: January 1, 2020 / May 19, 2020

Overview

In an effort to create efficiencies and effectiveness of Faculty Tenure and Tenure Track (TTK) position management and allow for growth of academic units in mission critical roles of the college, a review of the current position management of TTK funding was completed.

With the exception of faculty retirements, all vacant and vacated TTK positions are currently held on vacant lines at the Department level. Historically, these vacant lines allow the departments to repurpose funds to cover other operational expenses incurred over the course of the year. Over the years, AGNR's Departments have become increasingly dependent on vacant and vacated TTK positions to cover operational expenses not included within a Department's annual budget.

The College currently has an administrative procedure addressing "Fiscal Year End Surplus and Deficit Balances" allowing the majority of AGNR units' State Supported – Unrestricted accounts to retain 50% of the previous year's ending budget balance known as "carryforward." Beginning in FY20 5% of all fund balances (exclusive of DRIF, MIPS and Cost Share) will be moved to a "campus initiatives" account to support strategic initiatives and to reduce the likelihood of future legislative reductions. Due to the movement of 5% fund balance to campus in FY20, AGNR has suspended the movement of departmental carryforward in FY20.

It is important to note that in FY20, AGNR will undergo a rebasing of the college budget as part of a series of transformative projects designed to enhance the consistency, sustainability, and transparency of UMD's financial and budgetary approaches. The rebasing is part of a holistic system of resource distribution that has the benefit of broadening the fund sources used to support state activity; primarily the inclusion of previously centralized funds that will be distributed to the divisions. A result of the rebasing at the division level will lead to a rebasing of the units within AGNR.

As mentioned in the Provost's email regarding FY20 budget model and impacts, beginning in FY20 the Provost will be pulling a percentage of all vacant TTK positions within an academic division. Management of these changes and best practices at the college level to support the mission of each academic unit within AGNR have led to the changes outlined below.

Changes to the Administrative Procedure

Effective January 1st, 2020, the following changes to the College's position management and carryforward fund balance procedure went into effect:

1. **Carryforward** – In order to ease the transition as was done in FY20, in FY21 AGNR units will receive 100% of their carryforward from the previous fiscal year to the new

fiscal year as fund balance in state supported – unrestricted accounts. The treatment of carryforward funds will be reevaluated on a year by year basis.

2. **TTK (State funds)** - All newly vacated TTK positions on State funds will be moved to and managed at the Dean’s Office at the beginning of the following quarter allowing for strategic resource reallocation. For the current FY the budget reallocated to the College will be prorated based on the quarter the position is vacated. For example, if a position is vacated during the first quarter (July through September) 75% of the budget for the current FY salary will be pulled as well as 100% of the budget for the future FY. Vacancies that occur during the second quarter will be prorated at 50%, third quarter vacancies will be prorated at 25%, and vacancies that occur during the fourth quarter will only have a future year impact. **Note** – this does not include TTK positions that are vacated due to the temporary movement to an administrative position.
3. **TTK/PTK/Staff (Capacity funds)** - All vacant positions, regardless of category status, budgeted in capacity accounts will be immediately moved to and managed at the Dean’s Office allowing for resource allocation. This will reduce the risk of capacity funds being returned to USDA NIFA and help meet other operational needs.
4. **New TTK Faculty** - Any new TTK positions, equity increases, or retention offers requested by the Department would require a written request including a plan detailing the purpose of the position and linkage to the strategic goals of the College. It is anticipated that an annual 5 year rolling plan of TTK positions will be submitted to the Dean by September 15th each fiscal year. The budgets for new TTK positions that have been approved by the Dean will be reallocated to the Department once the position has been filled.
5. In order to maintain current funding levels and as a “hold harmless” measure, all **vacant TTK positions as of December 31, 2019 will remain with the Department.** This excludes prior retirements. Any TTK vacancies from January 1, 2020 forward will be impacted by this process.

Benefits Resultant from the Changes

The benefits of this procedure change are:

Align Position Management Allocation Procedure with Strategic Initiatives:

Centralization of newly vacated TTK positions will enable the College to ensure that all proposed TTK hires, equity increases, and retention offers are in line with the strategic initiatives of the College.

AGNR Units Receive 100% of Carryforward:

AGNR units would receive 100% of the FY20 ending budget balance on State Supported – Unrestricted accounts as opposed to 50% of the ending budget balance available. This will allow the departments to repurpose funds for initiatives previously funded by the Dean’s Office. The treatment of carryforward funds will be reevaluated on a year by year basis.

Net Neutral Funding Effect to Departments:

The Departments’ net funding will not be impacted with the implementation of this new position management procedure as **only positions vacated after December 31, 2020** will

be moved under the Dean's Office. This effectively is a net neutral funding change as all vacant positions as of December 31, 2019 will remain with the Department.