Please meet with your Department Administrator! Use your best diplomacy and try to acquire the information below specific for your department or division. Review the questions posed with your administrator and come up with proposed solutions. Write those possible solutions in the space on this sheet and return to Dr. Keim by April 15, 2019. We will discuss these challenges in a generic way – do NOT send any specific department financial information (only the answer sheet below)!

1. Get a copy of your department’s UA Annual Budget Executive Summary (does not need to be most recent). Which of the elements do you feel is most exciting? Describe a financial challenge facing the department that is significant. Propose a solution.

2. Get a copy of the UA budget Staff Funding tab. Hypothetical: You have been told that your staff budget needs to be cut by $100K. If you decide to cut staff, how will you make that decision?

3. Get a copy of the UA budget Teaching Effort tab. How many total hours of teaching effort does your department have? How many students participate in online courses? How many Graduate student credit hours?

4. Get a copy of the UA budget Research Activity tab. What are the total Award Dollars for the most recent year? What % of total funded research is federal? How much research space is allocated in the most recent year?

5. If you are from a clinical department, find out what the total current CFTE is in aggregate for your department (or division). What is the total FTE?

6. What is the median salary for your faculty in each rank? Are there any equity issues that need to be resolved?