



Budgeting Vacant Faculty Positions for Administrative Faculty

Scope

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Procedure to Address
Definitions

Scope

All Indiana University units and Administrative Academic eligible employees.

Business Practice Statement

A vacant faculty position maintained for a future returning administrator shall be budgeted.

Reason for Business Practice

To establish a uniform budgeting process for vacant faculty positions maintained for future returning administrators. Appropriate budgeting will enhance transparency by minimizing the amount of budgeted salary reserves related to administrative appointments.

Procedure to Address

- Vacant Faculty position: The faculty position should remain active. If the administrator will not be returning to the faculty position in the new fiscal year, the position should be budgeted as vacant, which will create a salary savings.
- Administrator Return: When the administrator returns to the former faculty position, a transfer within academic eDoc will be processed and saved to PeopleSoft. The returning administrator can then be budgeted for the new fiscal year in the faculty position.

Definitions

- Academic Administrator: A faculty member who transfers to an administrative appointment.