

FTE Guidelines 2011-12

SAA appointments on the 10-account should reflect the stipend and the fte amount allocated in Elvira (in almost all departments the stipend amount reflects a 50% fte allocation).

In the past we have sometimes allowed departments to split their FTE for some students. For these students an appointment on the 10 account was set at 49% fte and then an additional stipend amount was paid from a non-general account at 1% fte for a total of 50% fte for the student. This allowed these particular students to receive top-up funding but stay at or under 50% fte overall and avoid the overload verification process.

Effective Fall 2009, if additional funding is being provided to a student from a non-general account, this top-up funding will need to be processed as a separate appointment with appropriate fte reflected.

We realize this will require working with Academic Personnel on overload memos and justifications since in many cases the student will be over 50% fte. Uniformity in general fund-supported stipends and fte is essential, given the increased scrutiny brought on by the present fiscal climate – we need a paper trail that is clean and clear.

Effective July 1, 2009, any and all exceptions to this process must be pre-approved by the College Executive Associate Dean.