**Position Funding Request: Permanent 101 Faculty (department pool and dean’s pool) and 104 Extension Faculty and Staff**

Please use the following form to request return of departmental faculty salary savings and/or Dean’s Office 101 resources for a faculty hire and 104 funds for an Extension-supported faculty or academic staff hire. Use one form per position requested. Starting with vacancies that occurred in FY18, 50% of fund 101 salary savings due to faculty attrition (resignation, retirement, or death) will be allocated to the department where the faculty member was appointed (pending approval of the hiring plan), with the remaining 50% distributed by the Dean’s Office. All 104 and 143 funds return to the Dean’s Office Extension pool.

The return of departmental faculty salary savings will occur retroactively after approval at the beginning of the fiscal year (July 1) or half-year (January 1) following the vacancy, unless expenses related to the vacated position (e.g. vacation buy-out, account deficits) are not covered during this period. When the latter occurs, funds will be returned at the next fiscal year or half year after the expenses have been paid.

Requests for resources from the dean’s pool of faculty salary savings should align with the college’s priorities for resource allocation. As a reminder, requests for use of the dean’s pool will be greatly strengthened by plans to leverage 101 funds with other sources of revenue or to pool resources between departments. Funds from faculty salary savings are primarily intended for new tenured/tenure-track hires and salary increases for retention, promotion, and post-tenure review, but with strong justification other uses, such as the hire of faculty associates, will be considered. For Extension positions, please consult the *Policy for Extension-funded Faculty and Academic Staff Position Requests* and address the appropriate criteria in your request.

Requests for resources will be considered twice a year, with allocations occurring on January 1 and July 1 (retroactively after approval). **Completed forms should be sent to Julie Scharm (**[**julie.scharm@wisc.edu**](mailto:julie.scharm@wisc.edu)**) via email.**

If there are multiple requests per department, please fill out one form per request, and submit a brief cover memo outlining the requests. Expand the text boxes below as needed to accommodate your responses.

|  |  |
| --- | --- |
| **Date:** |  |
| **Department/Unit/Collaborative:** |  |
| **Submitted by:** |  |
| **Position requested:** |  |
| **Total funding requested for salary:** |  |
| **Funding requested from department’s pool of faculty salary savings:** |  |
| **Funding requested from dean’s pool of 101 funds:** |  |
| **Funding requested from Extension pool (if applicable):** |  |
| **Other funds you will use to support the salary for this request (leveraging of requested funds is strongly encouraged):** |  |
| **Total salary:** |  |
| **Describe how you plan to cover start-up costs and any other non-salary cost:** |  |
| **Describe how you plan to provide office, lab, or other space for the position:** |  |
| **Vacancy(ies) for which faculty salary savings is being requested:** |  |
| **Describe how the returned funds will be used. Please include how your request will enhance CALS’ research, teaching and Extension/outreach efforts:** |  |
| **Describe how your request aligns with the college’s goals for resource allocation:** |  |
| **Describe how your request aligns with your departmental goals and collaborative activities:** |  |
| **Describe how this position will lead to revenue growth, e.g. through increasing enrollment, credit hour generation, or extramural funding:** |  |