



February 21, 2017

MEMORANDUM

TO: Budget Officers

FROM: Tim Norris

SUBJ: 2017-18 Annual Budget Instructions – Chapter 4

Chapter 4 of the annual budget instructions is attached. Also attached is a spreadsheet listing associate professors with five or more years in rank. It is important that faculty members at the rank of associate professor be periodically reviewed for possible promotion to full professor. The spreadsheet is configured with an auto filter, which will allow you to limit the selection by budget unit.

As indicated in Chapter 4, the Secretary of the Faculty will distribute a spreadsheet via email containing a list of all faculty appointments by division in early April. Any known promotions and/or new appointments should be recorded on the spreadsheet. Once completed, the list will be used by UW-System to report faculty promotions, change of status and other personnel actions to the Board of Regents. Additional instructions will be provided when the spreadsheet is distributed. If you have any related questions, please contact the Secretary of the Faculty.

Additional budget instructions will be provided in the coming weeks.

Attachments:

1. Chapter 4
2. Associate Professors with Five or more Years in Rank

c: Laurent Heller
Wayne Guthrie
Catharine DeRubeis
Steve Smith

MADISON BUDGET OFFICE

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