

**I-13**  
**RETENTION OF ACADEMIC FTE**  
(Revised 4/24)

All vacancies in Senate faculty FTE provisions resulting from death, resignation, retirement, transfer, or change in program, will be returned to the College's or School's Provision for Unallocated Academic Staff pending review of workload and program requirements. Please note that there are no exceptions to this procedure. In the case of a vacant FTE due to a terminal appointment of an Assistant Professor or Assistant Teaching Professor, the FTE will normally be retained by the department.

A request to retain FTE should be made during the annual call for departmental FTE plans, normally in the fall quarter. The department should base the justification for the retention of the provision on the following concerns:

- a. Specific program needs related to the provision under review, and a statement as to how these needs fit within the programmatic structure of the department as a whole.
- b. Review of departmental workload over the previous five years. Each entity may request the FTE retention data available from the Budget and Planning office. Workload considerations specific to the position under review, such as graduate student supervision and undergraduate advising, should also be noted.
- c. A statement specifying the appropriate level at which the position should be replaced. (Note that vacated ladder faculty positions normally revert to Assistant Professor II. Recommendations for replacement at any higher level require specific justification.)
- d. A statement of anticipated impact on the department should the request for retention of the position be denied.
- e. A statement of anticipated costs associated with the desired appointment -- start-up costs, space and space modifications, removal costs, etc.

In consultation with the Counsel on Planning and Budget, and the Deans of the Schools and Colleges, retention requests will be reviewed as part of the annual budget review and the annual allocation of faculty FTE provisions.