

**Instructions for Developing a Three-Year  
Instructional Budget Statement  
2015-2016 to 2017-2018  
Arts and Sciences**

The FY16 – FY18 Instructional Budget Statement has two components - a) a set of three summary tables, one for each year of your three-year plan and b) a narrative statement summarizing the proposed hiring. The contents of each are discussed below. Materials should be submitted no later than April 18, 2014. Please feel free to contact Janet Moy at 4-7629 or moy@columbia.edu if you have questions or desire assistance as you are preparing your IBS.

**A. Content of the Three Summary Tables**

1. FY16 Faculty Hiring Proposal as of April 2014

This table summarizes all faculty hiring proposed for FY16 [2015-2016]. It is assumed that the recruitment activities for these positions will occur during FY15 [2014-2015]. The table should include a) all previously approved but unfilled full-time positions for which continuing searches are requested and b) each additional position for which the department seeks authorization for 2015-2016. Receipt of your Instructional Budget Statement does not constitute approval for searches. You will be informed of approved searches in an authorization letter by the end of June.

There are 14 columns on the table. The information that must be included in each column is as follows:

- Col. 1 - priority assigned to proposed position: Positions should be rank ordered with the first entry being the top priority.
- Col. 2 - indicate the rank of the proposed position.
- Col. 3 - status of search: Indicate whether this is a previously-approved search which the department wishes to continue or whether this is a new request [C = continuing search, N = new request]. Any pending offers should be reported in the Notes column [Col. 14].
- Col. 4 - indicate the area of specialization of the proposed position.
- Col. 5 - indicate the estimated salary that will be needed for the proposed position.
- Cols. 6, 7, 8, 9, 10, 11, 12 - related costs:
  - In Col. 6, indicate any new equipment or other set-up costs that will be associated with the proposed position.
  - In Col. 7, indicate the room number(s) of the space to be occupied by the new hire and any new space/renovation costs that will be associated with the proposed position, excluding basic office renovations. You must consult with Scott Norum at 4-7122 or [swn3@columbia.edu](mailto:swn3@columbia.edu) to develop these estimates.
  - In Col. 8, indicate any new animal care costs that will be associated with the proposed position.

In Col. 9, indicate any new financial aid costs that will be associated with the proposed position.

In Col. 10, give the total related costs from Cols. 6 - 9.

In Col. 11, indicate what the department will be contributing to the related costs.

In Col. 12, indicate the remaining related costs to be covered.

Col. 13 - provide an estimate of the annual external funding that the position might be expected to generate.

Col. 14 - record any special issues, circumstances, constraints, etc., in this column.

Totals should be computed for Cols. 5 - 12.

There is no need to type the information in the table. It can be submitted in handwritten form.

2. FY17 Faculty Hiring Proposal as of April 2014

This table summarizes hiring proposed for FY17 [2016-2017]. It is assumed that the recruitment activities for these positions will occur during FY16 [2015-2016]. The information in this table will be considered only preliminary at this point in time.

There are 3 columns on the table. The information to be included in each column is as follows:

Col. 1 - indicate the rank of the proposed position.

Col. 2 - indicate the area of specialization of the proposed position.

Col. 3 - record any special issues, circumstances, constraints, etc., in this column.

3. FY18 Faculty Hiring Proposal as of April 2014

This table summarizes hiring proposed for FY18 [2017-2018]. It is assumed that the recruitment activities for these positions will occur during FY17 [2016-2017]. The information in this table will be considered only preliminary at this point in time.

There are 3 columns on the table. The information to be included in each column is as follows:

Col. 1 - indicate the rank of the proposed position.

Col. 2 - indicate the area of specialization of the proposed position.

Col. 3 - record any special issues, circumstances, constraints, etc., in this column.

## **B. Narrative Statement in Support of Instructional Budget Statement**

The narrative statement is an opportunity to discuss in general terms the nature of new hiring being proposed by the department. It is also an opportunity to raise questions or issues related to specific positions. The following should be addressed in the narrative:

1. Provide a table, listing the current faculty in your department, with an entry for research or scholarly subdiscipline (a brief phrase that identifies the person in terms of the subdisciplines identified in the most recent ARC report), date hired, and % appointment (with explanation if it is less than 100%).
2. how the proposed hiring would relate to departmental priorities;
3. how the proposed hiring would relate to central teaching requirements [i.e., teaching in the GS and College Cores, undergraduate and graduate service requirements, undergraduate and graduate major requirements, etc.];
4. how the proposed hiring would relate to retirements and other anticipated turnover;
5. the relationship of the proposed hiring to non-tenured faculty likely to be proposed for tenure review during the three-year period;
6. opportunities for reallocation or redeployment within the department that would free resources to enable the proposed hiring;
7. how the proposed hiring would relate to positions in other departments and at Barnard;
8. how the proposed hiring might contribute to diversifying the Arts and Sciences faculty.
9. Please describe recent successful searches and your analyses of them as pertains to the primary goals of the department and the ARC recommendations.
10. Please describe recent failed searches and your analyses of them as pertains to the present proposal.

Please feel free to include any other information that would help in justifying the proposed hiring plans.



TABLE 2  
FY17 IBS Hiring Proposal, as of April 2014

Col. 1 Rank	Col. 2 Specialty Area	Col. 3 Notes:

TABLE 3  
FY18 IBS Hiring Proposal, as of April 2014

Col. 1 Rank	Col. 2 Specialty Area	Col. 3 Notes: