

## **M E M O R A N D U M**

TO: Mr. Jose Garcia  
Dr. Tom Corti  
Mrs. Candy Hein  
Dr. Dan Jones

FROM: Dr. Ray Keck  
President

DATE: April 19, 2004

RE: **Budget Instructions**

### **General Guidelines**

The Texas A&M University System (TAMUS) and Texas A&M International University should be prepared to face the continuing challenges of serving an increasing student population, to improve present programs, to develop innovative and desired new programs, and to advance the kind of research and other initiatives that will continue to benefit the citizens of this region and Texas. With the resource limitations in the State of Texas, attaining these goals will present many opportunities for Texas A&M International University.\*

Excellence, efficiency, and access should continue to be stressed in budgeting and fiscal management for FY 2005. There should be a continuing effort to increase and expand programmatic excellence, to efficiently utilize available resources by prioritizing programs, facility requirements, and staffing needs, and to encourage access in every way possible in our rapidly changing environment.

**\*From the Texas A&M University System Budget Instructions with some modifications.**

The University budget will be consistent with our goals, objectives, and strategies and will reflect ideals presented in the Integrative Plan.

The University budget recommendations will be prepared within the estimated funds available. In self-supporting activities, total funds budgeted shall not exceed realistic estimates of income and balances brought forward. It is expected that government and private contracts will finance their proportionate share of increases being recommended. Recommendations for other operating expenses should be based upon careful estimates of actual needs, taking into account every possibility for savings and reallocation. In addition, careful analysis should be made to ensure that provisions are included to accommodate items subject to possible inflationary increases during the course of this operating year.

**Merit Increases**

It is our expectation to provide a 2% merit pool. Submit recommendations for merit increases on the appropriate form. A merit salary increase can be granted for recognition of superior performance. In order to be considered for a salary merit increase, an employee must have a satisfactory performance evaluation on file to support the merit proposal. In addition, an employee must have been employed by the University on or before March 1, 2004.

**HEF**

The Budget process will also include requests for capital needs.

**Schedule for Submitting Budgets**

Budget Instructions Issued . . . . .	April 20, 2004
Completed budgets due University Budget Office . . . . .	May 18, 2004
Preliminary budgets due TAMUS Budget Office . . . . .	June 11, 2004
FY 2005 Budget presented to Board for Approval . . . . .	July 22-23, 2004

**Faculty Promotion and Terminal Degree Increments**

Associate Professor to Professor . . . . .	\$2,000
Assistant Professor to Associate Professor . . . . .	\$1,500
Instructor to Assistant Professor . . . . .	\$1,000
Terminal Degree Completion . . . . .	\$1,200

Please direct any questions pertaining to budget preparation to Mr. Fred Juarez, 2448, Ms. Elizabeth N. Martinez, 2380, or to Mr. Jose Garcia, 2380. Submit recommendation for merit increases on the appropriate forms.

Enclosure: Budget Packet