



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Office of the President

M E M O R A N D U M

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

FROM: Dr. Ray M. Keck, III *RMK*
President

DATE: June 24, 2003

RE: **Budget Instructions**

Efficiency and economy must be stressed in preparing the FY 2004 budget. The University must efficiently use available resources by prioritizing programs and staffing needs.

The FY 2004 budget must be consistent with the University goals, objectives, and strategies to provide higher education to a very rapidly growing population.

Merit Increases (Individual faculty and staff merit increases will not be included with this budget submission of July 9, 2003)

The University plans to incorporate a 3% merit salary increase pool for faculty and staff in the FY 2004 budget. The increases will be subject to enrollment increases verification in the fall semester; therefore should sufficient funds be available the merit increases will take effect October 1, 2003.

A merit salary increase is to 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 February 28, 2003.

Pay Scale (Non Faculty)

The University Classified Pay Scale will be increased by 2% effective October 1, 2003, provided sufficient funds be available.

New Positions

New positions can be proposed but we must consider the impact to the FTE Cap as set by the 78th Legislature, General Appropriations Act.

HEF

Allocations will not be included in this July 9, 2003 budget submission.

Schedule for Submitting Budgets

Budget Instructions Issued	6/24/03
Completed budgets due University Budget Office	7/07/03
Preliminary budgets due TAMUS Budget Office	7/15/03
Board Finance Committee meeting	8/18/03
Board of Regents Approval	8/30/03

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. Jose Garcia, 2380 or to Mr. Fred Juarez, 2448.

Enclosure: Budget Packet