



Minnesota
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& UNIVERSITIES

OFFICE OF THE CHANCELLOR

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MEMORANDUM

DATE: February 26, 2009

TO: College Chief Academic Officer

FROM: Linda L. Baer *Linda L. Baer*
Senior Vice Chancellor for Academic and Student Affairs

SUBJECT: FY08-FY09 College Faculty Awards for Excellence

We last provided an update on College Faculty Awards for Excellence in April, 2008, and want to share some current information and reminders. To date, colleges have spent or committed to spend about \$4.5M of \$6.5M allocated for FY09. The program continues to reward faculty for exceptional work—according to our analyses of reports and opinions gathered from deans, chief academic officers (CAOs), and participating faculty.

Here are reminders about upcoming deadlines and end-of-year processes for FY2009.

1. **FY09 EXPENSE DEADLINE**

The funds for FY09 projects must be committed by June 30, 2009, and spent by the August 28, 2009 payroll (i.e., no later than the pay period ending August 18, 2009).

2. **PROJECT REPORTS**

All projects must have final reports on file in the Web-based “MyGrants” system for College Faculty Awards for Excellence (CFAE) awards. The Web address is <http://mygrants.mnscu.edu>, and faculty members can log in using their Tech ID and PIN. All CAOs received login information some months ago; if you've forgotten or lost it, or would like to add other administrative users, such as deans or committee members, please contact Thomas.Wortman@so.mnscu.edu, 651-297-1483.

3. FUNDS ACCOUNTING

At three points in the coming months, my staff will contact your office to ensure a correct accounting for FY08-09 Awards for Excellence funds.

- In late May, we will ask for a preliminary report on funds committed and spent.
- We will again contact you in early August with a reminder about the August 28 payment deadline and for a report on any expected exceptions to payment dates.
- In September, we will ask for your final report on all FY08-09 funds (and any project reports that remain outstanding).

The system's intent is for the 2008-2009 allocated funds to be fully spent on the College Faculty Awards for Excellence program. Any unused funds will be recovered in September 2009. It is premature to say now for what college expenditures those leftover dollars might be used.

Questions about this program may be directed to Lynda Milne, System Director for Faculty Development, at 651-649-5741 or Lynda.milne@so.mnscu.edu. Thank you.