

# **DIVISION OF ACADEMIC AFFAIRS**

## **OFFICE OF THE EXECUTIVE VICE PRESIDENT & PROVOST**

### **Salary Savings**

It is the policy of Academic Affairs to allow each college and unit to retain salary savings. This policy enables Deans and Directors greater authority and flexibility in achieving internal goals and objectives for the unit. Salary savings occurs when a line “item” or position becomes vacant during the course of the fiscal year, i.e. leave without pay (LWOP), retirement, and 9-month sabbaticals. To request salary savings, the unit forwards a request to the Academic Affairs Budget Office.

#### **Special circumstances for Enhancement lines**

Salary savings does not accrue on enhancement lines. Enhancement lines are not transferred into the college or department until the line is filled.