

## Helpful Hints for Completing the Budget Summary Form

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The [Departmental Budget Summary Form](#) will calculate salaries and FTE automatically. Detailed information about the formulas is [here](#), if needed. If you have any questions, please contact [Jeff Wimett](#), x4470.

- Use a separate line for each instructor.
- List faculty in alphabetical order.
- List courses taught by each faculty member in order, by session. Session numbers follow:
  - **2** denotes the first 5-week session
  - **3** denotes the second 5-week session
  - **7** denotes the 10-week session
  - **5** denotes any others (special sessions, workshops, conferences, etc.)
- If a course is in Session 5 (a special session, workshop, conference, etc.), note the dates.
- All special session courses should be listed in order, by date.
- Enter the name and telephone number of the person preparing the form. This person may be contacted about any questions.
- 1.0 FTE equals 8 credits of teaching. For less than 8 credits of teaching, FTE equals the number of credits divided by 8. The Form automatically calculates FTE, but a credit/FTE conversion table is [here](#) for your reference.
- Once completed, submit to the chair and academic unit dean for signatures. Deans' offices will return the completed and signed Form to Summer Programs.