

1. The narrative explains that the funding for a PTL for three years to teach required courses will be obtained by reallocation from the partial salary and fringe benefits of a Chemistry faculty member who did not receive tenure. This is not possible, since the salary of a faculty member who does not receive tenure goes back to the Dean's office for redistribution and cannot be reallocated directly back to the department that has lost the faculty member (p. 3 of the Proposal Budget).

We have moved the PTL to a new expense and revised text to remove reference to the tenure decision. Specific changes are:

Program Proposal Budget – Funding Sources Tab – removed PTL from internal reallocation section, deleted narrative explanation for this section since it is now blank.

Program Proposal Budget – Budget Expenses/Requirements Tab – Added PTL as a new faculty expense in years 1 – 3. Edited narrative explanation for this section to include PTL and remove reference to tenure decision.

Program Proposal Budget – Budget Expenses/Requirements Tab – Adjusted current faculty expenses based on revised revenue. This is required to obtain a zero balance for year 1 on the FundingSourceExpenses-Combined tab.

Proposal Template – Box 17. Revised text to remove comments regarding PTL funding and tenure decision.

2. The amount indicated for projected tuition share is incorrect. It should be \$331 per credit hour, not \$485 per credit hour.

Program Proposal Budget – Funding Sources Tab – Adjusted new and existing tuition based on \$331 rate. Revised narrative section to reflect change.

3. It is not clear how NEW revenue will be \$42,709 the first year, since it is indicated that some of the students will be pre-existing students who transfer from the Track to the new Major. Since these students were already paying U of L tuition, they cannot be considered as sources of new revenue.

The new revenue in the first year includes three additional students resulting from increased retention (two students) and one student new to UofL attracted by the new program but who would have decided against the current track because of the requirement of a third semester of calculus.

4. Administrative costs, such as AWP percentages of faculty and staff responsible for the new program need to be added to the budget.

Proposal Template – Box 12. Revised text to indicate the positions are already in place and no increase in workload is anticipated.

5. How 15 degrees will be conferred in the first year of the Major (p. 15 of the Proposal Form) must be explained. It is assumed that these are students currently in the Track who transfer to the Major, but this should be made clear.

Proposal Template – Box 19a. Revised text to indicate the first year includes students in the current Biochemistry track who are expected to transfer from current Track.

6. On p. 11 of the Proposal Form, it is stated that "the Chair will appoint a department Director of Undergraduate Studies (DUGS), a department Coordinator of Undergraduate Research etc.) It is assumed that these positions are already in place, but the wording makes it sound as though these will be new appointments. Please clarify. Also, as per number 4 above, the service workload of these people must be factored into the presentation of the budget.

Proposal Template – Box 12. Revised text to indicate the positions are already in place and no increase in workload is anticipated.

The LOI was also updated to reflect the changes noted above. A track changes version of that documents is provided.