

To: Dean King
From: John Ruszkiewicz
Re: Budget
Date: August 3, 1992

"Part VI Budget" in the following proposal for the Writing Division was the toughest section to prepare since I have no experience with a university budget--not having had control of any moneys while Freshman Director in 1982-86.

Aside from my own current salary, I've left the specific figures on Part VI blank. Neither have I listed faculty currently on the English Department budget (Faigley, Woods, Kinneavy) or expenses for normal office operations--telephones, supplies, paper, duplicating, faxes, etc.

It is important for the President et al. to realize that most of the items on this budget do not represent new expenditures for the university. Faculty salaries and others items will in many cases simply slide from the English Department to the Writing Division. Similarly, the tenure-track positions I am requesting would come from existing lines in the English Department. Additional lecturers would represent new expenditures.

I am requesting support for an undergraduate writing lab such as the one the English Department operated in the basement of Parlin Hall from approximately 1981-90. This facility was especially important to minority and foreign students and could serve all our writing classes.

I've asked for an upgrade in staff positions because I will need more capable people to assist in administrative matters not currently handled by the Lower Division Office.

Please call me if there are any questions or suggestions