

Memorandum

Date: March 15, 2017

To: Academic Deans and Direct Reports

From: Ruth Watkins and Cathy Anderson

Subject: **Guidelines for Preparing Your Budget Presentation**

Along with this memo you are receiving the President's 2017-2118 (FY18) Operating Budget Guidelines. Your FY2018 budget should be completed according to the instructions that follow. You are responsible to allocate available funding to the units and activities within your purview. Your staff then enters the detailed budget information into the University's budget system. Finally, we will meet with each of you in April to review your budget plans and recommendations, in light of your strategic aims and the aims of the campus, and discuss implications for the future.

State Funds

The base budget total will be emailed to your offices from Sandy Hughes. These amounts will include additional allocations per the guidelines below.

Salary Guidelines

We will be allocating two percent of new base funds for salaries to state-funded budget centers across campus. The source of this funding is 75 percent from state appropriations and 25 percent from the tuition increase. You should follow the salary instructions as outlined in President Pershing's Operating Budget Guidelines.

For faculty and staff equity and merit, we will endeavor to address critical areas through the budget process. Please include these requests and supporting data as part of your budget requests.

Funds in the amount of \$6,000 will be available in FY18 for promotions to Associate Professor or Professor (tenure track). Please provide a list of these individuals in a separate section within the budget narrative. Also, please indicate any additional funds you will contribute.

Detailed explanations for salary increases above 4.0 percent need to be included in the FY18 Salary Justification Form which is available at www.obia.utah.edu/epm. These explanations should originate at the department level and should be approved by you prior to submitting the budget reports for our budget meeting. The Salary Justification Form should be included when you submit your budget.

Please make sure that you are providing at least the minimum stipend level for TAs, RAs, GAs, and GFs (\$15,000 for FY18).

Budget Principles

We have discussed with each of you the new allocation for incentive funding based on student credit hours (SCH), majors, and degrees awarded. The details of the model can be found on the OBIA website, www.obia.utah.edu.

The Campus Budget Advisory Committee will participate in the review and discussion of your annual report on strategy and alignment of resources with priorities.

Guiding principles for budget and resource allocation are available at <http://academic-affairs.utah.edu/about/academic-task-forces-and-initiatives/>

Strategic Budget Funding

There will be some modest funding available from our success at the Legislature and the increased tuition. The areas of focus will follow the core campus priorities as outlined in the Budget Guidelines:

- Promote student success to transform lives
- Develop and transfer new knowledge
- Improve health and quality of life
- Ensure long-term viability of the University of Utah

We will look to invest strategically in areas such as:

- Student success infrastructure (e.g., advising, data-informed strategies)
- Innovative education delivery and enhancement (e.g., online, flex schedule, summer, creative approaches for large courses)
- Experiential learning (e.g., internships, college-to-career)
- Graduate student support linked to student success
- Strategic faculty excellence, including diversity support and the Transformative Excellence Program

As you are thinking about your requests, please identify the campus priorities that they support and how you plan to measure the effective use of these funds.

Limited new funding is available. Strategies to increase likelihood of success include:

- Requests with clear and measurable target outcomes, and an evaluation plan
- Requests accompanied by statements of what will be discontinued to move in new directions.
- Requests that incorporate college-based matching.
- Requests that align with college and campus priorities.

Please submit a copy of your budget narrative and budget reports to the Budget Office one week prior to your budget meeting as outlined in the budget guidelines; we want to avoid rescheduling any of the budget meetings due to these materials not arriving to our office on the designated date, as our schedule is already tight.

If you have questions, you can, of course, speak with either of us or with Sandy Hughes in the Budget Office.

Thank you for all you do on behalf of the University. We look forward to discussing your budget and how you are using resources as strategically as possible to strengthen your college.