

March 16, 2021

## MEMORANDUM

To: Academic Deans and Direct Reports

From: Daniel Reed, SVP for Academic Affairs  
Mark Winter, AVP for Finance

Subject: Guidelines for Preparing Your Budget Presentation – FY 22

Your FY22 budget should be completed according to the instructions that follow. It is your responsibility to allocate available funding to the units and activities within your purview. Your staff should then enter the detailed budget data in the University's budget system. We will be conducting the budget meetings in April to review your budget plans and recommendations, in light of your strategic aims and the aims of the campus; at that time we will also discuss implications for the future.

### **State Funds**

Base budget totals will be entered in the budget system by Sandy Hughes. These amounts will include additional allocations per the guidelines below.

### **Salary Guidelines**

We have allocated 3.0% of new base funds for salaries to state-funded budget centers across campus. As in past years, 75% of this 3.0% is from state appropriations, with the remaining 25% expected to come from tuition. (Note that a final decision on the University's proposed 2.5% tuition increase is expected at the March 25-26 USHE board meeting.)

The guidance we received is that *this increase is NOT a cost of living adjustment (COLA)* and should be allocated based upon exceptional performance and strategic retention needs. We anticipate that some increases will be used to address critical equity and exceptional merit. As such, you should follow the salary instructions as outlined in President Watkins *Operating Budget Guidelines*.

Funds in the amount of \$7,000 will be available in FY22 for promotions to Associate Professor or Professor (tenure track). Please enter faculty promotion data in the EPM budget system.

Detailed explanations for salary increase above 5.0% must be included in the FY22 Salary Justification Form, which is available at [www.obia.utah.edu/budget](http://www.obia.utah.edu/budget). These explanations should originate at the department level and should be approved by you prior to June 1<sup>st</sup>. The Salary Justification Form should be forwarded to the [Budget Office](#) before the June 1<sup>st</sup> deadline.

Finally, please make sure that you are providing at least the minimum stipend level for TAs, RAs, GAs, and GFs (\$16,140 for FY22).

### **Budget Principles**

Pending completion of our collaborative budget discussions, we will continue to allocate funds through the budget incentive model, with the allocation based on student credit hours (SCH), majors, and degrees awarded. The details of the model can be found on the OBIA website:

<https://www.obia.utah.edu>.

As in past years, the Campus Budget Advisory Committee (CBAC) will participate in the budget 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 <https://www.obia.utah.edu>

### **Strategic Budget Funding**

Due to the extraordinary circumstances surrounding the COVID-19 pandemic, we expect there will be only limited ability to provide new funding this year, placing even greater importance on our conversations about strategic priorities, common goods, efficiency, and revenue opportunities. As you consider these four issues, please remember that equity, diversity, and inclusion; sustainability; and community are three of the University's seven core values (<https://president.utah.edu/university-mission-and-values/>). As you finalize your annual budget this year, please do so with the expectation that we will only be able to fund requests for new resources tied to extremely critical needs.

The CBAC meetings have been scheduled to begin mid-April. Hence, the deadline to enter financial information into the EPM system remains April 1<sup>st</sup>. The deadline to submit salary justification forms is June 1<sup>st</sup>.

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.