

March 16, 2022

**MEMORANDUM**

To: Academic Deans and Direct Reports

From: Martell L. Teasley, Interim SVP for Academic Affairs  
Mark Winter, AVP for Finance

Subject: Guidelines for Preparing Your Budget Presentation – FY 23



As noted in the President’s Budget Memo, dated March 12, 2022, we received generous ongoing funding for compensation, including funding for increased benefit costs, such as health care for state-funded employees. We also received ongoing performance funding for academic priorities such as workforce initiatives and completion strategies.

Legislative funding, along with a proposed tuition increase, will provide resources for a performance-based salary increase for those employees paid from state funds. We will distribute funding from the proposed tuition increase and legislative funding equivalent to a 5 percent increase for employees paid from state funds. We will need a portion held centrally for those of you who participate in the benefits pool, and then we will distribute the remaining portion for each of your areas for you to use for equity funding during the budget process. We recognize that there are equity issues across campus. As such, salary increases should be used in your areas to address equity and merit. Please pay attention to those earning \$50,000 or less as you look at equity issues. We would like each unit to analyze where there are equity and market issues that need to be addressed. Colleges/departments should track their efforts in this area as data may be requested for review. We recognize that the resources are not available to address these all at once. This will be a multi-year effort and will require innovative solutions. Colleges are encouraged to look to their existing carry-forward funds to help address immediate equity needs.

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 strategies.

**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 5.0% of new base funds for salaries to state-funded budget centers across campus. Legislative support for salary and benefits increases this year is very helpful. Please be

aware that 25 percent of that increase is funded by tuition. Although we recognize that the increase needs to be higher to support the efforts of our faculty and staff, we are cognizant of the delicate balance of rewarding our faculty and staff for their dedication and performance while keeping tuition affordable for our students.

The expectation is that these employees may receive a salary increase considering performance, market, good business practice, and the availability of funds. You are encouraged to evaluate each employee on their unique strengths and weaknesses and you are encouraged to not apply a standard “blanket” increase to all of your faculty and staff. Please be aware of and follow the salary instructions as outlined in [President Randall’s 2022-2023 Operating Budget Guidelines](#).

Each of you has the ultimate responsibility for salary decisions made by people who report to you. Please exercise careful oversight and consultation in allowing reallocations from vacant positions. Leaders should not reallocate funds that would result in units for which they are responsible going into a budget deficit situation or that would exacerbate an existing deficit situation.

Funds in the amount of \$10,000 will be available in FY23 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 10.0% must be included in the FY23 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 (\$16,710 for FY23).

### **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. The CBAC meetings have been scheduled to begin in 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>.

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.