

University of West Georgia
Division of Academic Affairs

This document outlines the internal budget processes for the Division of Academic Affairs. It is updated as needed by the Office of the Provost. Transition to these processes will be complete by July 1, 2012

University and Division Budgets

All public funds allocated to the institution are under the control and direction of the President. In turn, budgets for each division are allocated to the provost/vice presidents by the president. Divisional budgets are under the control and direction of the provost/vice president of each division.

College, School, and Department Budgets

Under the direction of the President, the Provost allocates dollars to each college or school. Portions of the College or School budgets are in turn allocated to departments. These budgets are annual allocations and include appropriations for personnel lines and non personnel services.

Personnel Lines

In the case of personnel lines, their funding consists of two elements: direct compensation (salary) and fringe benefits. Both elements are under the control and jurisdiction of the vice president; but the fringe component is escrowed and managed by the Vice President for Business and Finance.

The fringes attached to any specific position are calculated as a standard percentage of the position's salary and deposited in a "Fringe Pool" of money used by the Budget Office exclusively for paying specific fringe benefit costs associated with employees individually and collectively.

When a new position is created, an amount equal to the standard fringe percentage is transferred to the Fringe Pool, where it is controlled by the Budget Office.

When a position ceases to exist in a division, an amount equal to the standard fringe percentage is subtracted from the Fringe Pool and transferred back to the division where the salary resides. The vice president may, at his/her discretion, reallocate the recovered fringe money and the salary to the unit that lost the position, or may reallocate that money for other purposes.¹

Should the burden of costs borne by the Fringe Pool prove inadequate to pay all fringe expenses (due to increased premiums, new benefits, or other inflationary pressures), the President shall treat this exigency like any other financial exigency, allocating new funds (if any), re-allocating funds allocated elsewhere in the budget, or drawing upon reserves. Similarly, should the Fringe Pool significantly exceed the costs it must bear, the President shall reallocate the overage (on a one-time or permanent basis) to areas of greatest priority and

¹ It is understood that the elimination or a reduction (of time or salary rate) of a position for the purposes of creating more operating funds is within the prerogative of the budget manager with approval of the divisional vice president. However, it is also understood that the teaching or staffing needs of the programs need to be met after such changes, and that appeals for more resources to meet these needs shortly after such changes will not have support unless it can be documented that entirely new needs have arisen, which could not have been anticipated at the time.

need. Since the Fringe Pool must be maintained at levels adequate to meet its needs, this may result in marginally reducing resources available to the rest of the institution.

Vacant Faculty Lines

In the case of vacant faculty lines, all vacant lines and unspent salary dollars are captured in the Provost's Vacant Faculty Pool *at the time of termination*. If a vacancy occurs during the year, an amount needed to cover the instruction commitments of the vacated position is negotiated with the Provost and allocated from the vacancy pool.

The Provost reallocates the Faculty Vacancy Pool into areas of greatest institutional need. This reallocation will normally create new faculty lines, but may include the conversion of personnel dollars to non personnel dollars for retention in Academic Affairs or allocation to areas within Academic Affairs.

Should an area within academic affairs desire to fill a faculty position, the Provost's permission to search, the fiscal year of the approval, a critical hire form, and a maximum salary amount must be received prior to beginning the search.

If the position is filled for the fiscal year of the approved search, the hiring salary amount is transferred to the budget of the college, school, or department.

If the position is not filled for the fiscal year of the approved search, the Provost may approve a one-year temporary appointment with the recognition that the vacant line remains in the Vacant Faculty Pool for reallocation the next fiscal year.

With the exceptions of lines held for faculty on leave and faculty lines reimbursed through grant funding, salary dollars cannot be transferred to non personnel spending.

Unallocated dollars in the vacant faculty pool are available for distribution by the Provost.

Externally Funded Positions

In the case of faculty reassigned time for externally funded research, when members of the faculty receive external funding that includes reassigned time from teaching responsibilities, the faculty member will be reassigned from teaching to conduct the research. The fully funded faculty position remains in the department salary line. The portion of the faculty salary that is replaced by external funding should first fund the reassigned faculty member's teaching responsibilities within the department. In no case should there be a reduction in credit hour production by the department as a result of a course reassignment. The remainder of the faculty member's salary that is replaced by external funding may be used by the department to enhance research efforts further in the department.

Course Reassignments

In the case of faculty course releases, should a faculty member receive a release from teaching responsibilities for administrative assignments or other duties, the faculty member's home department will receive the amount of part-time pay for the courses normally taught by that faculty member. This cost will be incurred by the area that benefits from the faculty services.

Compensation for Retired Faculty

At UWG, we value the contributions that our retired faculty have made and occasionally hire them to work on special projects, teach courses, advise, mentor, take leadership roles in institutes or centers, engage in program development, and perform other duties.

Ordinarily, we would pay for their services through casual labor or compensate them as part-time faculty. Other part-time faculty duties should be equated with normal faculty workloads. Student advising might, for example, be equated with a one credit hour course. Reasonable time commitment should determine to a large extent the value of the service performed by the retired faculty member who is hired to work as a part-time faculty member.

There may be special cases, however, in which retired faculty members may legitimately be asked to work on projects that will be of significant benefit to the university. Their unique expertise is either not available in-house or the workload of the unit needs to be supplemented by a knowledgeable retired faculty member. An example of this would be the retired provost who was asked to design the curriculum for the medical College of Georgia

A retired faculty member who is working on a significant project or projects consuming at least half of the normal workload at UWG (55-60 hours per week) may, in rare cases, be compensated at up to 49 percent of the salary that he or she was earning at the time of retirement. The retired faculty member must make a substantial on-going time commitment and must address a significant and unique need.

Compensation based on a percentage of salary will be considered an exception to the policy and require approval of the provost. It is up to the dean to make the case in advance of the appointment. Included in the justification will be the expected responsibilities, time commitment, and documentation of the unique abilities that the retired faculty member will bring to the assignment.

This policy will not be in effect if the source of the compensation is a sponsored operation. In that case, compensation will be determined by the provisions of the agreement struck between UWG and the sponsoring agency.

Non Personnel Budgets

In the case of non personnel budgets, each College or School is allocated budgeted amounts to provide basic supplies, travel, and non personnel services to faculty members. The Provost's office works to fund each area at equitable levels. Operating expenses can be enhanced through receiving external funding, tuition, endowment earnings, or other similar activities.

Additional Budget Processes

Summer School

In the case of summer semester funding, a summer semester account exists in the Provost's office. All summer pay to faculty comes from this account. From this budget, each college or school is allocated an amount to spend on summer semester salaries. Also, each college is given a target number of credit hours or revenue to

generate. The budget varies from year to year and rests at the discretion of the Provost. A faculty member may not earn more than 33 1/3 percent of his or her nine-month salary during the summer months, including compensation from all sources.

Core Curriculum

In the case of core courses, each department that delivers courses in the core curriculum is expected to offer a number of seats in each course each semester. This number is set by the Provost's office working in conjunction with the associate deans and department chairs. Additional seats are created using the core fund in the Provost's office. Departments may request allocations from the core fund account only after the department has created the initial number of core seats using their base budget allocation.

Off Campus Funding

With the exception of Core funds for the Newnan Center, all off campus instruction should be funded using the budget allocated to the college or school. Travel money to and from Douglasville and Newnan are funded through a travel budget held in the Office of Extended Degree Programs.

Specialized Accreditation

In the case of specialized accreditation, annual dues should be funded from the allocations given to each college or school. Should a college, school, department or program decide to forego specialized accreditation, the costs associated with annual dues to the specialized accrediting body will be recaptured in the Provost's office. Costs associated with an accreditation visit year should first come from the college or school budget. If these funds are not sufficient, the Provost's office may provide supplemental funding. Supplemental funding, if requested, will normally be limited to visit team travel and supplies. All supplemental funding must be negotiated in advance of any commitment on the part of the Provost's office.

Strategic Transition Funds

The "Transition Fund" is an allowance program funded and administered by the Office of the Provost. This fund is available to colleges and schools to bridge funding needs as transitions occur in academic programs or administrative structures. When a college or school is granted money from this fund and it is spent in accordance with the agreement, the money does not need to be repaid. If the money is spent in ways other than outlined below, the money will need to be repaid from college funds to the Office of the Provost.

It is the responsibility of the college or school to eliminate the dependence on this fund as quickly as possible. Transitions funding for any single item will normally only be extended for three years. During this time, it is the responsibility of the college or school to make good faith efforts to eliminate dependence on transition fund allotments. Should a commitment extend beyond the initial agreement, new terms and commitment lengths will be negotiated between the dean and the Office of the Provost.