

Office of the Provost and Vice President for Academic Affairs (VPAA) Budget Principles

These guidelines are provided to assist in the management of annual budget and expenditures in Academic Affairs. Colleges/units are expected to cover all financial commitments, notwithstanding any arrangements articulated herein, from its existing budget allocation and/or discretionary resources. Deans and unit administrators have authority for expenditures within their unit budgets and are responsible to keep expenditures within the limitations of the budgets available to them from all sources of funds.

1.0 Faculty Salary Administration

1.1 Faculty salary savings

- 1.1.1 Permanent salary savings (“salary savings”), derived from the difference between a former faculty salary and the new entry salary, remain entirely within the college. The college is expected to reinvest these savings into new positions, market-based increases, adjuncts, and other faculty salary expenditures in furtherance of the University’s mission.
- 1.1.2 Permanent salary savings are typically transferred by the college from the prior department to a Dean’s Reserve. The Dean’s Reserve should be differentiated from other pooled instructional costs by using purpose code 10180.
- 1.1.3 Temporary salary savings (“vacancy savings”) reflect the budget encumbrance saved during the period of the position’s vacancy. These are one-time funds that are recognized each month by not paying salary to an incumbent.
 - 1.1.3.1 Two-thirds of turnover savings are returned to the college. The college may use these savings for one-time instructional purposes such as course replacement, teaching assistants, etc.
 - 1.1.3.1.1 Turnover savings on local funds may only be used for non-salary expenditures with prior approval by the Provost.
 - 1.1.3.2 One-third of turnover savings is retained by VPAA for one-time strategic investments.
- 1.1.4 Faculty salary savings shall not be re-purposed (e.g. converting to staff salary, M&O, graduate student support, etc.) without prior approval of the Provost.

1.2 Course buyouts

- 1.2.1 VPAA will fund course buyouts from faculty that result from an externally funded grant or sponsored project. Course teaching replacement costs must be funded before any operating (“M&O”) funds are returned to the college.

1.2.1.1 The faculty member must be permanently funded on one of the three basic budgetary chartfield strings (105-800001; 105-805001; 200-830001) to be eligible.

1.2.2 The grant or externally sponsored project must come from external funds in pursuit of research or other scholarly activity. The external entity must not be an agency of the State of Texas, and the funds must result in salary saved on one of the three basic chartfield strings (105-800001; 105-805001; 200-830001) and redirected to the external funding source.

1.2.3 Any M&O funds returned to the PI, department, and/or Dean must be spent by August 31 of the respective fiscal year because the funds returned will be designated tuition (fund 830001) that does not carry forward.

1.3 Counter-offers

1.3.1 A counter offer may be extended to retain a top faculty member at the University of North Texas (UNT) when there is a risk of losing that faculty member to another institution, and his or her loss would have a highly significant impact upon his or her department(s). The practice of counter offers should be a rare and unusual occurrence.

1.3.2 The college/department is expected to fund counter offers. The office of the Provost will provide matching funds to colleges that are making counter offers with a documentable offer from a peer institution in certain circumstances. Provost funding will be approved on a first come first served basis contingent upon available funds.

1.4 Merit Increases

1.4.1 Merit increase guidelines for faculty and staff are prescribed by the University each year based on available funding. Generally, each Dean will be given a pool of funds from which merit may be awarded. Furthermore, the funds may also need to be differentiated between merit and equity/retention.

1.5 Promotion & Tenure Increases

1.5.1 VPAA funds promotion and tenure increases for faculty on the following schedule:

- Assistant Professor to associate Professor \$3,500
- Associate Professor to Professor \$4,700
- Assistant Clinical Professor to Associate Clinical Professor \$2,500
- Associate Clinical Professor to Clinical Professor \$3,700
- Lecturer to Senior Lecturer \$2,500
- Principal Lecturer (From Senior Lecturer) \$3,700
- Regents Professor \$7,500
- Distinguished Teaching Professor \$5,000
- Distinguished Research Professor \$5,000

1.6 Fringe Benefits

- 1.6.1 Fringe benefits costs for positions on budgetary funds (i.e. funds 800001, 805001, and 830001) are covered by central fringe benefits pools. The college will not be expected to budget for fringe benefits on these three funds. However, the college will be expected to fund benefits on non-budgetary funds.
- 1.6.2 A college may be required to contribute funds to the central benefits pool for any position moved from a non-budgetary fund to a budgetary fund or a newly created position.

1.7 Faculty administrators

- 1.7.1 Department chair augmentations are funded by VPAA and paid based on a sliding scale of active departmental faculty members.
- 1.7.2 Colleges may appoint faculty to serve in administrative roles for the college. The college is expected to fund any associated administrative supplement and/or course replacement costs.
- 1.7.3 Faculty appointed to administrative roles in the Provost's Office will be compensated for their service by VPAA, and VPAA will temporarily fund course replacement costs based on a 2-2 teaching load, prorated for FTE, for tenure-system faculty during the period of service to the Provost Office.
- 1.7.4 Dean level searches are funded by VPAA.

2.0 Faculty Searches/Start-up

2.1 Advertisements

- 2.1.1 Expenses related to advertisements and recruitment cost such as, travel, meals, video conference interview that are incurred prior to hiring may be reimbursed by VPAA. Costs up to \$3,000 for tenure-system faculty, up to \$2,000 for librarians and up to \$1,000 for multi-year lecturers are allowed. Colleges shall submit reimbursement requests to the VPAA after expenses have posted to Cognos transaction detail reports.

2.2 Medical insurance reimbursement

- 2.2.1 VPAA covers health insurance reimbursement for eligible new faculty up to the equivalent of 2 months of state contributions toward HealthSelect family coverage – medical only (\$2,434 total in FY18). Colleges shall submit reimbursement requests to the VPAA only after expenses have posted to Cognos transaction detail reports.

2.3 Summer research (Junior Faculty Summer Grant)

- 2.3.1 Associate or Assistant Professors hired without tenure and with no additional summer salary support, are eligible to receive a \$5,000 award from VPAA their first summer. This can be used for summer salary, equipment, travel, or other related expenses. Colleges shall submit a request for these funds, to include

whether the funds will be used for M&O and/or salary, to Dilana King by March 31 prior to the faculty's first summer term.

2.4 Conference support

2.4.1 The Conference Support grant is available to assistant professors and must be used either in the second or third year of the new faculty member's appointment. Application criteria and approval process can be found on the Office for Faculty Success website.

2.4.2 Amount awarded can be up to \$1,000.

2.4.3 Allowable expenses

- Conference registration fees
- Travel to and from the conference
- Meals and incidental trip-related expenditures with proper documentation

2.5 Creative and Research Enhancement Activity Time for Engagement (CREATE) program

2.5.1 Award is open to new assistant professors who have successfully completed the midterm review process in their fourth or fifth years. Complete information on eligibility and the approval process can be found on the Office for Faculty Success website.

2.5.2 The award amount of \$4,000 may be increased by an additional \$1,000 if the collaborator's institution is among the top 20 institutions in the faculty member's field.

2.6 Start-up packages

2.6.1 Start-up packages are the result of a negotiation among the Chair, Dean, VPAA, VP, F&A, and VP, R&I (among others). All resource commitments must be captured on an offer letter approval form prescribed by the VPAA and approved by all parties prior to an offer letter being extended.

2.6.2 Start-up costs funded by VPAA are strictly on a reimbursement basis and expire per terms of the offer letter approval form. Colleges shall submit reimbursement requests to the VPAA only after expenses have posted to Cognos transaction detail reports.

2.6.3 VPAA funds summer research for College of Business faculty hires.

3.0 Instructional Support

3.1 Summer instruction

3.1.1 Colleges are expected to fund summer instruction from its summer instructional budget allocation. Colleges are expected to differentiate its summer instructional budget from other pooled instructional budgets by using the summer purpose code, 11611.

3.1.2 VPAA increased the cap for summer instruction from \$6,500 to \$8,500 per course in FY16. VPAA will fund the cost of increasing the cap in FY16, FY17 and FY18 with a permanent budget adjustment expected to be made for FY19.

Colleges will be expected to fund the incremental cost due to this increase beginning in FY19 once the permanent funds have been transferred.

3.2 Adjunct instruction

- 3.2.1 Colleges are expected to cover the cost of hiring adjuncts for course instruction. Colleges should differentiate its adjunct instruction pool from its other pooled funds by using purpose code 11560.

3.3 Wait-listed courses

- 3.3.1 VPAA may fund instructional costs necessary to add sections needed to assuage a wait-list (aka “bottleneck”). Any request for budget support must be submitted to the Vice Provost for Academic Affairs prior to any commitment.

3.4 Graduate students

- 3.4.1 VPAA funds a certain number of graduate assistantships. The assistantships may be differentiated from other internally funded graduate students by the designation of a specific position number beginning with an “A.” The Dean of the college, in collaboration with the Dean of Toulouse Graduate School, may reassign graduate student lines among departments based on need or other strategic priorities.

4.0 Staff Salary

4.1 Staff salary savings

- 4.1.1 “Permanent” salary savings are obtained when a position is ended, a position that was budgeted above entry hires someone at a lower annual salary, or a position is reclassified down. Permanent salary savings can be used to fund equity increases, hire someone over entry, fund a new position, or reclass a current position.
- 4.1.2 “Temporary” salary savings are obtained from vacant positions. Temporary salary savings can be used for lump sum payouts, temporary employees, overlaps, and comp time payouts. These funds cannot be used to fund new positions, give equity increases, or hire someone over entry because at some point in the future you will fill that position and those funds will no longer be available for use.
- 4.1.3 As long as the department submits a HRM-4 to retain the \$ over entry, they will be able to access those funds in the next fiscal year. As a rule, salary savings do not carry over from one fiscal year to the next. The HRM-4 should be used to address the anticipated salary needs of the position so that the Budget Office can verify funding. If the department feels they are hiring under special circumstances then they should contact the Budget Office for assistance.
- 4.1.4 Direct any questions about staff salary savings to the University Budget Office.

4.2 Merit Increases

- 4.2.1 Merit increase guidelines for faculty and staff are prescribed by the University each year based on available funding. Generally, each Dean will be given a pool of funds from which merit may be awarded.

5 Operating Expense Support

5.1 Institutional memberships and accreditation

- 5.1.1 VPAA funds required institutional membership and accreditation costs for colleges and departments. Colleges shall submit reimbursement requests to the VPAA only after expenses have posted to Cognos transaction detail reports.

5.2 Supplemental travel

- 5.2.1 VPAA provides each college/school with \$400 per tenure-system faculty member to support professional travel. Each college may determine its own process for determining how funds are awarded to faculty.

5.3 Unexpended Year-End Budget Balances (Roll Forward)

- 5.3.1 In any given year unexpected cost savings will occur. The policy for use of these funds should encourage careful planning and discourage unnecessary spending. Colleges/Units in Academic Affairs can expect to roll forward their unexpended *discretionary funds* into the next fiscal year absent any other specific guidance by the University's VP for Finance and Administration.
- 5.3.2 Cost savings that occur in *budgetary funds* will not roll forward. Any exception due to exceptional circumstances must be submitted through the Provost and approved by the VP for Finance and Administration.

6.0 Requesting Financial Assistance

- 6.1 Any request for additional financial assistance must be made in the manner prescribed by the Provost and be approved prior to incurring a liability.