

**Planning and Budget Development  
Academic and Student Affairs  
Instructions for Initiative Request Module**

The Academic and Student Affairs Planning and Budgeting module is an interactive tool used to align unit/college goals, initiatives and strategic financial planning based on historical data and future projections. Department Heads/Deans are to work in collaboration with respective chairs, directors and unit managers in finalizing the unit's plan.

**ASA Planning and Budget Module**

**Menu**

Provides a gateway to the planning and budget workbook. Select the appropriate button to navigate the planning guide.

Insert college/unit name on Menu tab (auto populate on all worksheets)

**New Initiative Requests for Operating Funds**

Initiatives must align with the University's and Unit's Strategic Plans. This section is used to capture new initiatives related to personnel, maintenance and operational needs – listed in priority order.

Position Type: Faculty, Full-Time Staff or Part-Time Staff

- a. Faculty Salaries: List proposed faculty salary based on CUPA/AAUP/AACSB report
- b. Staff Salaries: List proposed staff salary based on UHD compensation table (ESO)

Title/Discipline: Provide the title and discipline of the proposed position

Position Justification and Anticipated Outcomes:

- a. Position Justification: The description of individual initiatives must be clear and concise. Specify if new, expanded or sustaining. Provide an explanation and purpose for new personnel.
- b. Anticipated Outcomes: Must relate to the [Progress Card](#) measures and/or [UHD Revised Strategic Plan 2015-2020](#)

University Strategic Plan Goals

- a. Student Success
- b. Programmatic Advancement
- c. Research, Scholarship and Creative Activities
- d. External Partnerships
- e. Administration and Infrastructure

Initiative Cost Type:

- a. Recurring Costs – base items which will be included in future year budgets
- b. One-Time Costs – one-time cost for proposed fiscal year; not recurring

Change or Support in Space/Facility/Information Technology: Identifies the need for facilities/IT changes or support.

### Proposed Funding Sources:

- a. Enrollment Growth – enrollment increase, university-wide tuition and fees increase
- b. Fund Equity – carried-forward balances from previous fiscal year (not suggested to fund full-time positions)
- c. Reallocation/Operating Efficiencies – reallocate existing budget for different purpose
- d. UHD Revenue – services, other resources of revenue

Existing Budget: Exists in current base budget/reallocation

New Revenue: New source of revenue funding (new program)

UHD Central Funding: General funds to the university, state appropriation, tuition, and centrally managed fees

### Maintenance and Operation: General operating expenses

M&O: General operating expenses (telephone, supplies, etc.)

- a. Summer Support: Based on faculty 9 month annual academic salary using 1/12 for teaching 1 or 2 classes
- b. Travel: Based on travel needs for a position or general travel support
- c. Other Specify: Funds to support new program(s) or start-up funds for a new position
- d. Non-Capital Equipment: Funds to support non-capital equipment with a cost of less than \$5K

### **New Initiative Requests for HEAF Funds**

Initiatives must align with the University's and Unit's Strategic Plans. This section is used to capture new initiatives related to major capital equipment, construction, and renovation.

Capital: HEAF type items and/or tagged property

Construction/Renovation: HEAF type items for the purpose of renovation and/or renovation

### **Reallocations Worksheet**

This section is used to capture initiatives with reallocated funding sources.

### **Submission and Review of Plans**

College/Unit plans are due in the Provost's Office on **TBD**. Between now and then you will work with my office and with personnel in your unit according to the FY22 ASA Planning and Budget Development Calendar which you have received.

- ✓ TBD: Department chairs submit draft plans to dean
- ✓ TBD: Dean sends preliminary draft of college plan to faculty for their review and to the Provost
- ✓ TBD: College-wide meeting to discuss plan and receive faculty feedback
- ✓ TBD: Units submits plan to Provost