

**Academic Unit Name:** College of Education

Please complete this Word document and the accompanying [Excel workbook](#), and submit them to the Office of Planning & Budgeting on or before **Friday, November 20**. Please email your materials to [Becka Johnson Poppe](#).

In addition to the questions in this document, academic units will be asked to provide information about anticipated growth or contraction over the next five years. These materials, however, will not be distributed to academic units until October 30 and will not be due until Wednesday, December 23. In order to ensure some consistency and common information across responses, academic units will be given templates with projections of student growth. Units will be asked to review these growth trajectories and provide detailed notes about any planned deviation(s).

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1. Since the Washington state legislature reduced resident undergraduate tuition rates for the 2015-16 and 2016-17 academic years, we are giving academic units an opportunity to revisit and, if needed, revise tuition rate recommendations for 2016-17 (FY17).

**Please review the FY17 tuition rate(s) previously recommended by your unit** – copies are available at the [FY16 Unit Budget Submissions webpage](#) – and please **either confirm your previous recommendation or provide a new recommendation with accompanying justification** for the change.

**If you have a new recommendation, please use the “Tuition Rec Worksheet” tab** of the “FY17 Academic Budget Worksheets & References” [Excel workbook](#) to identify your new proposal.

As always, **if your recommendation involves creating a new tuition category**, please be sure to identify the original tuition category, the proposed category and a suggested tuition rate for FY17. If you plan to move only a subset of your programs into a new category, please identify those programs by major name, pathway, level and type.

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The College of Education confirms the FY17 tuition rates previously recommended.

2. Though the Provost will soon be announcing requirements for FY17 merit increases, **please tell us how your unit plans to deploy funds for merit increases and unit adjustments in FY17**. A salary and tuition revenue model WILL BE available on the [FY17 budget development website](#) by October 26; this model is designed to give you a sense of the magnitude of the support that will be required at various salary percentage increases.
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The College of Education will support FY17 merit increases by using the projected FY17 incremental base budget increase in ABB tuition revenue.

3. As you may recall, last summer, the UW was the sole subject of a state-required audit of net operating fee (tuition) and local fund accounts. This audit reinforced the importance of monitoring expenditures against budgets on a biennial basis, ensuring that academic and administrative units have plans to spend fund balance in a reasonable and mission-driven manner and that these plans are acted upon.

As such, we ask that academic units **provide itemized obligations against fund balance** (as estimated by OPB for the close of FY15, going into FY16) using the **“Carryover Worksheet”** tab of the **“FY17 Academic Budget Worksheets & References”** [Excel workbook](#). Please be as specific as possible.

- In the space below, **please indicate what your unit will do to contribute to an overall decline in the UW’s fund balance**. If your unit has no fund balance, or a negative balance, you need not answer this question.
  - If you would like to describe any items from the worksheet in greater detail, please use the space below.
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The College of Education will contribute to the decline in UW’s fund balance by reducing several of the funding commitments detailed on the attached FY16 Carryover Worksheet. Expenditures of these funds during FY 16 will support faculty research activities as well as salaries and benefits for post-doctoral, professional and graduate student staff.

4. The Provost will be making the decision to deploy *permanent* Provost Reinvestment Funds **primarily, if not exclusively, to cover for compensation increases. The only possible exceptions for permanent funds will be for critical compliance issues.** However, requests for temporary funds will only be entertained in areas of high institutional priority and in consultation with faculty, staff and students.

If your unit has a Provost Reinvestment Fund request that fits within these strict parameters, please describe it using the framework below.

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Title	Funding	FY	P/T	Years Needed (If Temp)
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*None Requested*

5. **Please confirm that faculty councils – and, to whatever extent may be possible, student leaders – within your unit/campus have been consulted** as part of this budget planning exercise and given the opportunity to provide input. To confirm this, please do **one** of the following:
- Briefly describe who was consulted and when, and provide a point of contact for your faculty council.  
**OR**
  - Include a signed letter from your faculty council chair (a scanned PDF is fine) when you submit the rest of your materials.
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## Academic Unit Carryover Usage Plan

Unit name: College of Education

Carryover going into FY16: **\$ 4,795,600**

*Please feel free to add rows, as needed.*

Expense Category	Description	Amount
<b>General Reserves/Uncertainty</b>		
	10% of FY16 Base Budget	\$ 1,543,518
<b>Education Initiatives</b>		
	South Seattle School Partnership; Leadership in Higher Education	\$ 65,317
<b>Equipment</b>		
	Equipment for two Post Doctoral researchers	\$ 3,000
<b>Facility/Space Investments</b>		
	Remodel of Miller Hall Shared Research Space	\$ 102,900
<b>Faculty Start-Up Expenses</b>		
	Carryover of Faculty Start Up funds	\$ 913,237
<b>Professional Development</b>		
	Faculty Conference Travel	\$ 9,729
<b>Recruitment</b>		
<i>(Please note discipline and # FTE)</i>	Faculty Search FY17: 3 FTE; disciplines to be determined	\$ 450,000
<b>Research Initiatives</b>		
	Allocations to support COE unit and faculty research	\$ 1,098,248
<b>Student Aid &amp; Waivers</b>		
	Distinguished Doctoral Awards and GSA Funding Commitments	\$ 365,101
<b>Temporary Salaries</b>		
	Two Post Doctoral Salary Commitments	\$ 202,368
<b>Other</b>		
	IT contractor for systems development	\$ 42,181
<b>TOTAL</b>		<b>\$ 4,795,600</b>