

Academic Unit Name: The Information School

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).

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.

The Information School has no changes to previous tuition recommendations.

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 projections in the current (November 2015) Planning and Budgeting FY17 salary and tuition revenue model for GOF/DOF salary increases, state and Provost funding for salary increases, FY16 ABB true-up, FY17 incremental tuition funding increases (from enrollment changes), and backfill for the undergraduate tuition reduction indicate that the iSchool will have sufficient new funding to cover GOF/DOF salary increases of up to 4% for faculty and professional staff, 2% for classified staff, 6% for academic student employees, and minimum wage related increases for hourly employees. The iSchool's internal projections, assuming complete backfill of the undergraduate tuition reduction and funding from the Provost and/or state for 2% of the GOF/DOF salary increases, also support the projection that the School can cover the salary increases outlined above for positions funded from GOF/DOF for FY17 as well.

The School's planned 2.7% tuition increase for our fee-based master's programs is projected to just cover the University's projected mandated salary increases costs for FY17 on fee-based funded positions. iSchool grants and contracts should be able to cover all mandated salary increases as the School has advised PIs to use 4% salary increase in grant proposals.

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 June 2015 GOF/DOF fund balance for the iSchool was \$639K. The iSchool has no authority over \$181K of this fund balance which is dedicated funds provided by the Provost to the Center for Advanced Information Technology. Most of the remaining \$458K of the iSchool GOF/DOF fund balance is committed to obligations that are multi-year commitments and some are for future commitments (such as start-up packages and relocation commitments for current recruitments). This makes it difficult to spend down these funds within a specific time period but the School will help the University reduce GOF/DOF fund balances by utilizing as much as possible of our funds on needs that are the most current. We expect to expend about \$212K in facilities improvement expenses and computer replacement costs from these funds in FY16.

Some DOF funds will always need to be carried over for commitments of indirect cost recovery funding that are distributed to faculty and research scientists under the School’s ICR allocation policy. While we encourage our faculty and researchers to utilize these funds in a timely manner, it is often not practical for our researchers to spend all of these funds annually as they often need to accumulate several years of funding to have a balance large enough to support a particular research activity or need to save funds for bridging between grants. Additionally, the school uses a portion of our ICR to promote strategic research initiatives and needs to give researchers a few years to spend these allocations as well. Funds need to be saved and carried over for faculty start-up packages, recruitment and relocation expenses as well as for bridge funding to cover the expansion of our undergraduate program.

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.

Title	Funding	FY	P/T	Years Needed (If Temp)
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The Information School is not requesting any Provost Reinvestment Funds.

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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The Dean and Assistant Dean for Planning and Administration met with members of the iSchool’s Student Leadership Council on November 13th and the iSchool’s Elected Faculty Council and Leadership Cabinet (comprising academic program chairs, staff unit leaders, EFC chair, director of faculty affairs and associate deans) on November 20th. These iSchool faculty, staff and student leaders were given an opportunity to provide input, feedback and ask questions. We will continue to engage our iSchool leaders in dialogue throughout the FY17 budget development process.

The chair of the iSchool Elected Faculty Council is Ricardo Gomez, Associate Professor (rgomez@uw.edu).

Academic Unit Carryover Usage Plan

Unit name: The Information School

Carryover going into FY16: **\$ 638,658**

Please feel free to add rows, as needed.

PLEASE NOTE: You are **not** expected or required to have carryover line items for each Expense Category.

Expense Category	Description	Amount
General Reserves/Uncertainty		
	<i>All general and contingency reserves are held in self-sustaining fund balances</i>	\$ -
		\$ -
Education Initiatives		
		\$ -
		\$ -
Equipment		
	<i>Computer replacement - 3 year cycle (40% share of \$317K total accrued fund)[for faculty, staff, TA/RA/GA and computer labs]</i>	\$ 127,000
		\$ -
Facility/Space Investments		
	<i>Completion of iSchool space expansion and reconfiguration project: Furnishing and equipment for research space in Bloedel Hall, completion of furnishings for faculty/Phd suites in Mary Gates Hall, completion of furnishing for reconfiguring Roosevelt Commons Building space from research to staff use and related HVAC and technology fixes. (40% share of \$213K total commitment)</i>	\$ 85,000
		\$ -
Faculty Start-Up Expenses		
(Please indicate # of FTE)	<i>Start-up packages for two assistant professors funded by GOF/DOF - recruitments in progress.(estimated \$300K cost over 3-5 years starting FY17)</i>	\$ 76,658
		\$ -
Professional Development		
		\$ -
		\$ -
Recruitment		
(Please note discipline and # FTE)	<i>Relocation expenses for two assistant professors - recruitments in progress. Discipline = Native North American Indigenous Knowledge</i>	\$ 24,000
		\$ -
Research Initiatives		
	<i>Indirect cost recovery allocations to faculty and research scientists</i>	\$ 100,000
	<i>Strategic research initiatives fund - funds to be allocated in FY16, give faculty/researchers one year+ to expend</i>	\$ 45,000
Temporary Salaries		
(Including student employees)		\$ -
		\$ -
Other		
(Please be specific)	<i>Center for Advance Information Technology - dedicated fund that was provided by the Provost to a specific faculty member.</i>	\$ 181,000
	<i>Bridge funding (to cover for lag in ABB funding) for expansion of undergraduate major and addition of an undergraduate minor (estimated \$250K-\$500K for FY17 and FY18 faculty and TA hiring).</i>	\$ -
TOTAL		\$ 638,658