

Academic Unit Name: School of Public Health

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.

- SPH has reviewed the FY17 projected tuition rate table, including the four categories that provide the bulk of SPH tuition, and confirm our previous recommendation.

		FY16	FY17	
			% Change	Tuition Rate
Seattle Campus				
Master of Public Health (Incoming)	Resident	\$17,943	8.0%	\$19,377
	Non-Resident	\$33,738	0.0%	\$33,738
Master of Public Health (Continuing)	Resident	\$17,445	8.0%	\$18,840
	Non-Resident	\$33,738	0.0%	\$33,738
SPH Public Health Graduate Programs (other than MPH)	Resident	\$16,746	5.0%	\$17,583
	Non-Resident	\$29,274	3.0%	\$30,153
SPH Public Health Graduate Programs PHD Program	Resident	\$16,746	5.0%	\$17,583
	Non-Resident	\$29,274	3.0%	\$30,153

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.

- SPH will utilize 4 revenue sources to cover the FY17 merit increases and unit adjustments:
 - Provost Supplement funding up to 2% of the merit increase
 - As a grant-driven school, SPH expects to cover a significant portion through the percentage of faculty salaries carried on grants and contracts
 - Tuition funding will cover half approximately half of the remaining FY17 merit increases:
 - Both the undergraduate Public Health Major and the Nutritional Sciences minor have been growing rapidly, as has undergraduate teaching across all departments
 - Public Health major is now at capacity in FY16, but anticipate one more true-up increase in tuition revenue.
 - The final portion of FY17 merit increases and unit adjustments will come through school reserves.

- SPH anticipates stabilization in research expenditure, leading to stable ICR funding in FY17.

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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- SPH expects to reduce the school’s \$8.1M carryover as follows:
 - Environmental Lab equipment -- \$420k
 - Faculty start-up expenses:
 - \$933k in hired and soon to be hired faculty (8 FTE)
 - \$825k in Dean’s Office support for hired and soon to be hired Interdisciplinary Strategic Hire faculty
 - FY17 Salary support:
 - \$207k for merit increases and unit adjustments
 - 209k for voluntary retirement incentives (3 FTE)
 - MPH Curriculum revision -- \$100k
 - Miscellaneous other (see spreadsheet) -- \$390K
 - SPH will continue to hold \$5M in general and departmental operating reserves, for general and specific contingencies:
 - General reserves to cushion annual variability in \$80M in annual grant spending and \$30M operating budget spending
 - A pending dept. chair search/hire in 2 years
 - A pending dean search/hire in 5 years

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.

SPH has no critical compliance issues that require additional resources and so is making no requests for temporary funds at this time.

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: **School of Public Health**

Carryover going into FY16: 8,101,128

Please feel free to add rows, as needed.

Expense Category	Description	Amount
General Reserves/Uncertainty		
	<i>Department Reserve Funds for Faculty commitments and operating reserves</i>	\$ 3,515,288
	<i>General School Reserves</i>	\$ 1,500,000
		\$ -
Education Initiatives		
	<i>MPH curriculum revamp</i>	\$ 100,000
	<i>FY16 instructor expenses</i>	\$ 1,365
		\$ -
Equipment		
	<i>Roosevelt and Health Sciences Equipment/Vivarium Reserve</i>	\$ 420,628
	<i>staff/faculty computing equipment</i>	\$ 2,772
		\$ -
Facility/Space Investments		
	<i>HSB Laboratory Remodel (F-225), Library/Conf Room Remodel (F-453)</i>	\$ 54,116
		\$ -
Faculty Start-Up Expenses		
(Please indicate # of FTE)	<i>Recently hired and planned faculty start-up packages (8 FTE)</i>	\$ 933,677
	<i>Interdisciplinary Strategic Hire support (6 FTE)</i>	\$ 825,000
Professional Development		
	<i>Individual faculty ICR account funds used for conferences, etc.</i>	\$ 186,394
		\$ -
Recruitment		
(Please note discipline and # FTE)	<i>Envir. & Occoup Health New faculty hires per 2016 hiring plan (2 FTE)</i>	\$ 25,000
		\$ -
Research Initiatives		
	<i>Carryforward of 2 internal pilot projects (lab sample re-run, equipment purchase)</i>	\$ 25,000
		\$ -
Student Aid & Waivers		
	<i>Summer 2015 student aid for scholarship award commitments (ARCSs, etc)</i>	\$ 17,189
		\$ -
Temporary Salaries		
(Including student employees)	Temporary full-time lecturer	\$ 10,000
	Temp Program Assistant to cover staff parental leave	\$ 6,811
		\$ -
Other		
(Please be specific)	<i>Provost Cost Share Commitments to Research Centers</i>	\$ 61,637
	<i>FY17 salary increase support</i>	\$ 207,251
	<i>Payout of Voluntary Retirement Incentive option (3 tenured faculty FTE)</i>	\$ 209,000
TOTAL		\$ 8,101,128



SCHOOL OF PUBLIC HEALTH • UNIVERSITY *of* WASHINGTON

excellent science, shared passion, enduring impact

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20 November 2015

Howard Frumkin, MD, DrPH
Dean, School of Public Health
University of Washington

Dear Dean Frumkin:

On behalf of the Elected Faculty Council of the School of Public Health, I can report that the Council has been integrated into the school's budget planning exercise response being submitted to the Provost's Office of Planning and Budgeting today. While the response timeline and our Council meeting schedule did not permit a full discussion of the decision-making process, the final version was provided to us for review with a brief opportunity for comments and questions.

Please let me know if I can provide additional information.

Sincerely,

Joel D. Kaufman, MD, MPH
Professor

Environmental & Occupational Health Sciences, Medicine, and Epidemiology
Chair, School of Public Health Faculty Council

cc: Uli Haller, Senior Director, Finance & Administration, School of Public Health

*Soul Catcher emblem:
A Northwest Indian
symbol of physical and
mental well-being.
Artist: Marvin Oliver*