

**Academic Unit Name: University of Washington Tacoma**

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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UW Tacoma will not be requesting a change to the MBA tuition level nor are any of our units moving to different Tiers.

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 Tacoma Campus has currently modeled a 3% faculty and professional staff increase and a 2% classified staff increase, with related benefits for each category. We have also modeled income offset for these at 1.7% for faculty and professional staff and 2% for classified staff. There is some bandwidth in the budget to adjust the additional increases, depending upon University Policy decisions. If sufficient funding is available the Campus may consider a small allocation to address staff compression and equity issues. After FY17, salary increases above inflationary funding levels will require the Campus to engage in budgetary reductions.

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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Please see attached worksheet. The Campus has allocated \$10.1M to Capital projects this year for the Urban Solutions Center.

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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Tacoma does not currently anticipated requesting any additional Provost's Reinvestment funds for FY17.

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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Chancellor Pagano has shared with the student body representation and the Staff Association Leadership, Vice Chancellor for Academic Affairs has shared with the Faculty Assembly leadership and the responses have been reviewed by the Executive Budget Committee.

## Academic Unit Carryover Usage Plan

Unit name: University of Washington Tacoma

Carryover going into FY16:

36,133,138

*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
<b>General Reserves/Uncertainty</b>	<i>e.g. Funds for unexpected expenses/opportunities</i>	
	<i>GOF (Trsf \$5M to DOF)</i>	\$ 1,246,000
	<i>DOF</i>	\$ 12,157,000
<b>Education Initiatives</b>	<i>e.g. Mentorship program for first and second year masters students</i>	
		\$ -
		\$ -
<b>Equipment</b>	<i>e.g. Safety equipment for 15 students</i>	
		\$ -
		\$ -
<b>Facility/Space Investments</b>	<i>e.g. Deferred maintenance in labs (describe the lab locations)</i>	
	<i>Urban Soutlions Center-Capital Projects Office</i>	\$ 11,100,000
	<i>Urban Soutlions Center-Furnishings</i>	\$ 600,000
<b>Faculty Start-Up Expenses</b>	<i>e.g. Start-up package for tenure track faculty (please note disciplines)</i>	
(Please indicate # of FTE)		\$ -
		\$ -
<b>Professional Development</b>	<i>e.g. Conferences, consultant engagement, etc.</i>	
		\$ -
		\$ -
<b>Recruitment</b>	<i>e.g. Recruitment-related expenses for three tenure-track faculty</i>	
(Please note discipline and # FTE)	<i>Search funds for new faculty, new VC, and four new Deans/Directors</i>	\$ 600,000
		\$ -
<b>Research Initiatives</b>	<i>e.g. Internal grants for students and faculty (describe research activities)</i>	
		\$ -
		\$ -
<b>Temporary Salaries</b>	<i>e.g. Limited project appointment (note position types)</i>	
(Including student employees)		\$ -
		\$ -
<b>Other</b>		
(Please be specific)	<i>Unit Carryovers</i>	\$ 8,240,000
	<i>Benefit Rate Adjustments</i>	\$ 675,000
	<i>Tuition Shortfall</i>	\$ 1,500,000
<b>TOTAL</b>		<b>\$ 36,118,000</b>