***UW Bothell/UW Tacoma, Seattle College/School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1. Please provide a **1-2 page description with visualizations if possible of how you intend to grow or contract over the next five years**. Please provide these strategic plans at the college or departmental level, if you so choose. Where significant growth is anticipated, please provide specific fund source names and projections (in dollars). If these plans assume additional Provost Reinvestment Funds (supplement), please make that clear. If you wish to include a summary of growth plans, services or activities supported by sources other than GOF/DOF, please do so. If cross subsidy is required from other sources, please summarize the extent of that subsidy.
2. **Please identify significant administrative, academic or other obstacle(s)** present in achieving the growth or strategic plans identified as part of Question 1. **Please plan to discuss these with the Provost.** If applicable, please summarize any operational risks that the UW must work to mitigate over time from your perspective.
3. Using the **“Tuition Rec Worksheet” tab of the “Worksheets and Reference Materials –Academic”** **Excel workbook** (<http://opb.washington.edu/sites/default/files/opb/Budget/Worksheets_and_Reference_Materials_Academic.xlsx>) please identify proposed changes to current tuition rates in FY16 (2015-16) and FY17 (2016-17).

 If you are recommending the creation of a **new tuition category, please describe those changes below and be sure to identify the original tuition category, the proposed category, a suggested tuition rate for FY16 and (if applicable) a percentage increase 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.

 Do you have any long-term plans for tuition that warrant discussion? If yes, please describe them below.

1. Please **describe your** **school or college’s emerging or changing faculty needs**, including information about faculty hiring trends and the recruitment and appointment of lecturers.
2. In the event that state funding for compensation adjustments in FY16 is not available, **all units** should have plans to **cover GOF/DOF salary increases out of other fund sources**. Should no tuition revenue be available, Provost Reinvestment Funds may be dispatched to provide support for increases. Please provide your units’ plans to cover expenses associated with salary increases. A salary and tuition revenue model is available on the OPB website at [http://opb.washington.edu/content/fy16-budget-development](http://www.google.com/url?q=http%3A%2F%2Fopb.washington.edu%2Fcontent%2Ffy16-budget-development&sa=D&sntz=1&usg=AFQjCNHtt2wpDNU9iObanABWZKo9o95YZQ); this model is designed to give you a sense of the magnitude of the support that will be required at various percentage increases.
3. This summer, the UW has been the sole subject of a state-required audit of net operating fee (tuition) and local fund accounts. This audit has revealed the importance of monitoring expenditures against budgets on a biennial basis, ensuring that colleges, schools 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 colleges and schools provide itemized obligations against fund balance, as estimated by OPB for the close of FY14. These obligations may be categorized by the following general classifications in the example provided, but greater detail is expected and will be relevant in discussions with the Provost.

*You may provide this information via an Excel spreadsheet, if you prefer.*

**Possible Categories:**

**Start-Up Expenses**

 *E.g.: To recruit two assistant professors in Dept. X in 2016 $500,000*

**Aid & Waiver Reserves**

 *E.g.: Funds for two new TAs in Dept. Y in August 2015 $50,000*

**Temporary Salaries**

 *E.g.: Funding for five temp appts. in central administration $900,000*

**Reserves**

 *E.g.: Coverage for compensation expenses $2,000,000*

**Equipment**

 *E.g.: Funding for classroom improvements $1,500,000*

1. **Though we believe that few, if any, state funds will be available and any new Provost Funds may be dispatched for mitigating cuts or providing salary increases, please indicate what Provost Reinvestment Funds are being requested**. Requests for funds should be identified by a unique title, accompanied by the amount requested, the year funding is requested, whether the request is for permanent or temporary funds, the number of years funding is needed in the case of a temporary request and a brief description, not to exceed 500 words. **Successful requests will provide better experiences for students and faculty, contribute to the long-term financial health of the University, and/or reduce institutional risk[[1]](#footnote-1)**.

 **Importantly, requests for new funding will be considered alongside carryover spending plans.** Schools or colleges with growing temporary fund balances will be asked to explain why new funding is needed to support program enhancements.

**Example:**

1. **Title Funding FY P/T Years Needed (If Temp) DOF Requested (Y/N)**

Center for Innovation $500,000 FY16 P N

Brief description, not to exceed 500 words, that describes how the funding request relates to your school or college’s strategic plan and/or the mitigation of institutional risk.

*Should your school or college wish to resubmit for consideration a proposal from FY15 budget development process* ***that did not receive funding****, please contact Sarah Hall (**sahall@uw.edu**) or Becka Johnson Poppe (**jbecka@uw.edu**) in OPB.*

1. Please refer to the FY16 Budget Development web page at <http://opb.washington.edu/content/fy16-budget-development> for more information about the University’s Sustainable Academic Business Plan goals and top institutional risks. [↑](#footnote-ref-1)