

Academic Affairs Fiscal Contacts Meeting

October 21, 2014

Undergraduate Instructional Allocation

- » Temporary FTE Allocation
- TA FTE Allocation
- Dean's Discretionary Funds

Undergraduate Instructional Allocation

- ▶ Primary annual allocation for instructional support
- ▶ Three components
 - Temporary FTE Funding Model
 - TA FTE Funding Model
 - Discretionary Funding
- ▶ Allocation is made to division or colleges, for re-distribution to departments and programs
- ▶ Divisions are encouraged to develop their own methodology for distributing funds

Dean's Discretionary Funding

- ▶ Pro-rates a fixed amount of funds based on weighted instructional workload in divisions
- ▶ Funds can be used for temporary FTE or TAs
- ▶ Purpose of funds
 - to provide flexibility to deans to address unanticipated department or program needs
 - to encourage new course offerings

Temporary FTE Funding Model

- ▶ Provides funding for the teaching of undergraduate courses
- ▶ Funds can be used for temporary faculty or TAs
- ▶ The funding methodology is approved by the PRC
- ▶ Changes to the methodology can be requested by departments through their dean's office

Temporary FTE Funding Model

Three Components of the Model

- ▶ Unmet course need
- ▶ Programmatic FTE
 - Writing/core programs & Linguistics language
- ▶ Salary adjustment for continuing lecturers
 - Funding provided to make up the difference between the salary rate used in the allocation and the annual salary of the continuing lecturer

Calculation of Unmet Course Load

For each department or program in a division:

- ▶ Count scheduled undergraduate courses offered over three quarters
- ▶ Subtract courses that could be covered by the ladder-rank faculty
- ▶ Add course credit for faculty on sabbatical
- ▶ The balance is the unmet course load

Calculation of Temp FTE Funds for Unmet Course Load

- ▶ Divide the unmet course load by the temporary faculty workload to obtain the temporary FTE need
- ▶ Multiply the temporary FTE need by the approved annual salary rate to determine the formula funding for each department
- ▶ The unmet need funding for all the departments and programs in a division is the base allocation for the division

Formula Used for Unmet Need Calculation

Calculation of Department Temp FTE Need:

$$$$ = S \times \underbrace{[C - (F \times FW) + (F/9 \times FW)]}_{\text{Unmet Course Load}} / TW$$

where

S = Annual Salary Rate for Lecturers

C = Count of Scheduled Courses in 3 Quarters

F = Ladder-Rank Faculty FTE

FW = Faculty Workload (ranges from 2-3 courses)

TW = Temporary Faculty Workload (either 6 or 8 courses)

Example of Calculation of Department Temp FTE Need

Department A

Courses (C) = 100.50

Faculty FTE (F) = 29.49

Faculty Workload (FW) = 2.5

Temporary Faculty Workload (TW) = 8

Salary Rate (S) = \$61,210

$$$$ = S \times [C - (F \times FW) + (F/9 \times FW)]/TW$$

$$= 61,210 \times [100.50 - (29.49 \times 2.5) + (29.49/9 \times 2.5)]/8$$

$$= \$265,651$$

Review of Main Variables

- ▶ Course Counts (C)
- ▶ Faculty FTE (F)
- ▶ Faculty Workload ($F \times FW$)
- ▶ Sabbatical Credit ($F/9 \times FW$)
- ▶ Temp FTE Workload (TW)
- ▶ Salary Rate

Faculty FTE (F)

- ▶ Snapshot of ladder rank faculty FTE as of Fall quarter of prior year
- ▶ Does not include faculty with start dates in Winter or Spring quarters
- ▶ Source of data: Permanent Budget and Staffing as of October 1 of the year
- ▶ Adjustments made for faculty separations or other agreements

Faculty FTE – Example

For the 2014/15 temp FTE allocation:

- ▶ Uses 2013/14 faculty FTE as of Fall 2013
- ▶ Adjusted for faculty separations that occurred prior to Fall 2014
- ▶ Excludes all faculty hires after Fall 2013

Faculty Workload (FW)

- ▶ Sciences and engineering departments, 2
- ▶ Arts and humanities departments and programs, 3
- ▶ Social sciences departments and programs, 3

Exceptions

Math, 3

Cognitive Science and Psychology, 2.5

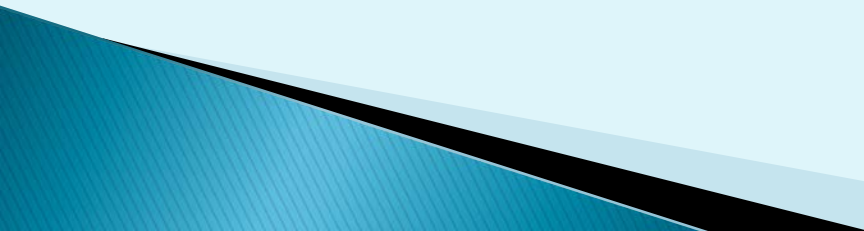
Temporary FTE Workload (TW)

- ▶ Unit 18 workload policy
 - Annual course load of 9 courses for 1.00 FTE
- ▶ Model provides slightly richer funding to recognize higher salary costs in some units
 - Sciences and engineering, 6 courses per FTE
 - Arts and humanities, 8 courses per FTE
 - Social sciences, 8 courses per FTE
 - Exceptions: Math, 8 courses; Econ, 6 courses

Salary Rate for Temp FTE (S)

- ▶ Value of each FTE is currently based on a step in the Unit 18 salary scale
- ▶ 14/15 calculation uses a salary rate of \$61,210
- ▶ Rates are adjusted annually, or whenever salary range adjustments occur

How Courses Are Counted

- ▶ Courses offered by departments are credited to the department where the course is taught, whether it is taught by a LRF or lecturer
 - ▶ Courses offered by interdisciplinary programs and taught by a LRF are credited to the faculty member's home department
 - ▶ Courses offered by interdisciplinary programs and taught by lecturers are credited to the program
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How Courses Are Counted

- ▶ Source of data: Annual instructional workload
 - Raw data from Institutional Research, with calculations added
- ▶ Course files are available from dean's offices
- ▶ Timing and updates
 - Preliminary allocation uses two year prior year data
 - e.g., 12/13 courses used for 14/15 prelim alloc
 - Allocation update in October uses prior year data
 - e.g., 13/14 courses used for 14/15 alloc update
 - Allocation update in April uses most current data
 - e.g., Sp14, Fa14, Wi15 courses for final 14/15 update

How Courses Are Counted

The count given to a course is determined by three factors:

- ▶ Course Load Factor
- ▶ “Footnote” Factors
- ▶ Size Factor

Course Load Factor

- ▶ All courses are adjusted for course units
 - $\# \text{ course units} / 4 = \text{course workload}$
 - A four-unit course has a workload of 1.00
- ▶ Course workload is determined as part of Unit 18 appointment policies
- ▶ Some 4-unit courses, usually lab courses, have a workload value greater than 1.0
- ▶ All 1-unit courses are assigned a value of 0.33 in the calculation of course counts
- ▶ All supervised courses are factored at 0 or at Unit 18 approved factor

Footnote Factors

- ▶ Independent study type courses are factored at 0, including courses numbered 98, 99, 195, 197, 198, 199 and all courses with instruction type IN
- ▶ One-unit seminars are factored at 0, including 87, 90, 192, and XL sections
- ▶ Cross-listed courses are assigned factors according to how many departments list the course (e.g., 0.5 for a course cross-listed in two departments)
- ▶ Co-taught courses are assigned factors according to how many instructors teach the course

Size Factors

- ▶ All lower division courses with enrollment less than 12 are factored at 0
- ▶ All upper division courses with enrollment less than 8 are factored at 0
- ▶ All courses with enrollment of 200 or more are factored at 1.5

Course Counts – Sample File

- ▶ [Look at sample file]

Review Unmet Course Need Template

Div / Dept	F13/W14/S14 Classes	13/14 Ladder Rank Faculty			Sabbatical Equivalent			Temp Fac	Remaining			\$61,210 Per FTE	
		FTE	Per	Total	FTE	Per	Total		Classes	FTE			
Science	40.00	19.00	2	38	2.11	2	4.22	6	6.22	1.04	63,658	1 separation (6/30/14)	
Social Science	80.00	23.00	3	69	2.56	2	5.11	8	16.11	2.01	123,032	2 separations (6/30/14)	

TA FTE Allocation – Undergraduates (FWS)

- ▶ Provides funding to hire teaching assistants for undergraduate courses in FWS
- ▶ Funds can be used for TAs or temporary faculty
- ▶ Funding methodology is approved by the PRC
- ▶ Changes to the methodology can be requested by departments through their dean's offices

TA FTE Allocation – Undergraduate

$$\text{TA FTE} = 90\% \times (\text{enrollment} - \text{faculty debit}) / (\text{PRC ratio} \times 4)$$

1. Enrollment is an average of the most recent fall, winter, and spring quarter enrollments
2. Faculty debit is the total faculty FTE (perm & temp) multiplied by 20
3. The PRC ratio is a student-to-TA ratio for the department, established by the PRC, with the assumption that 1 TA FTE is able to teach 4 sections
4. The model is funded at 90%, except for writing programs which are funded at 95%

Example of TA FTE Calculation

$$\text{TA FTE} = 90\% \times (\text{enrollment} - \text{faculty debit}) / (\text{PRC ratio} \times 4)$$

$$\text{FWS 3-qtr avg enrollment} = 600$$

$$\text{LRF FTE} = 10$$

$$\text{Temp FTE} = 2$$

$$\text{PRC Ratio} = 32$$

$$\text{TA FTE} = .90 \times (600 - [12 \times 20]) / (32 \times 4) = 2.53 \text{ TA FTE}$$

TA FTE – Enrollments

- ▶ Enrollment is counted in the department or program where the course is taught
- ▶ Count enrollments in all courses numbered from 1 through 194, excluding independent study courses and seminar courses (87, 90, 192)
- ▶ Enrollment in some courses (primarily languages and writing) is adjusted for units
- ▶ Source of data: third-week enrollment from TritonLink

TA FTE – PRC Ratios

- ▶ Arts & Humanities, 32
- ▶ Biological Sciences, 28.20
- ▶ Engineering, 18
- ▶ Physical Sciences, 28.20
- ▶ Social Sciences, 32
- ▶ Languages, ranges between 15 and 21.48

TA FTE – Faculty Count

- ▶ Includes permanent faculty FTE plus temporary faculty FTE
- ▶ Snapshot of ladder rank faculty FTE as of Fall quarter of prior year
 - For 14/15 allocations, 13/14 faculty FTE is used
- ▶ Temporary FTE is a calculated amount
 - Dean's offices provide department temp FTE allocation
 - Allocation is divided by standard temp FTE value to obtain FTE
 - An allocation of \$365,426 in 13/14 calculates to 6.15 FTE

Review of TA Template

	TA ALLOCATION FORMULA									
	FA13	WI14	SP14	13/14	13/14	Faculty	PRC	Formula	(90% formula)	90% Formula
Department	enrl	enrl	enrl	act enrl	Fac FTE	Debit	Ratio	FTE	2014-15	Oct Update
									Allocation	Salary Cost
Engineering	513	912	892	772	21.20	424	18.00	4.83	4.35	161,281
Social Sciences	3004	2939	2973	2972	39.00	780	32.00	17.13	15.42	571,712

Timing and Updates of Undergraduate Instructional Allocation

- ▶ **September/October**

Current year's allocation is updated, reducing faculty FTE for separations, adjusting the annual salary rates, and adjusting the salaries for the continuing lecturers

- ▶ **November/December**

Preliminary allocation is calculated for the following academic year, using

- ▶ Prior year's course data (FWS)

- ▶ Current year's faculty FTE

- ▶ **April/May**

Current year's allocation is updated, using more recent course data (prior Spring, current year Fall, Winter)

Other Teaching Assistant Allocations

- » TA Allocation – Graduate
- TA Allocation – Summer

TA Allocation – Graduate

- ▶ Makes small amount of funding available for TAs for larger graduate courses
- ▶ May be used for graduate or undergraduate courses
- ▶ Allocation is calculated in October, after third week Fall quarter enrollment is available

PLANNING: This separate allocation may be eliminated or changed if the masters growth incentive is implemented.

TA Allocation – Graduate

TA FTE = 90% x (enrollment – course debit) / (student-to-TA ratio x 4)

1. Enrollment includes only lecture courses that have more than 20 students and is an average of the prior winter, spring, and current fall enrollment
2. Course debit is 20 times the number of counted courses with enrollments greater than 20 students
3. The student-to-TA ratio is set at 30 students, with the assumption that 1 TA FTE is able to teach 4 sections
4. Funding is provided if the need is 0.05 FTE or more

TA Allocation – Summer

- ▶ Similar to TA allocation for undergraduate courses in FWS
- ▶ Course debit instead of a faculty debit
- ▶ Allocation is made in late June
- ▶ Funds not transferred until Summer Session is over
- ▶ Any unused balance is transferred to department in November for use in FWS courses

TA Allocation – Summer

$$\text{TA FTE} = (\text{enrollment} - \text{course debit}) / (\text{PRC ratio} \times 4)$$

1. Enrollment is the actual enrollment after the fee payment deadline for Session I
2. Course debit is the total courses multiplied by 10
3. The PRC ratio is a student-to-TA ratio for the department, established by the PRC, with the assumption that 1 TA FTE is able to teach 4 sections
4. Value of summer TA FTE is 75% of annual salary for a TA, divided by 3 (salary for one quarter)

END



Slides not presented (reference material)

- » Other teaching support allocations

Other Sources of Funds for Teaching Support

- » Academic Senate Service Incentives
- Diversity, Equity, Inclusion Courses
- Family Accommodations
- Faculty Leave Programs
- Interdisciplinary Teaching
- Vouchers
- Pathways to Retirement Program

Academic Senate Service

- ▶ New agreement between EVC and Academic Senate, effective 12/13
- ▶ Senate Chair or CAP Chair: Provide support equal to 22% of annual covered compensation rate to use as teaching relief, research activities (including salary support) and/or graduate student support; plus \$7500 to department for teaching relief
- ▶ CAP member: Provide support equal to 11% of annual covered compensation rate to use as teaching relief, research activities (including salary support) and/or graduate student support

Diversity, Equity, & Inclusion Course Requirement

- ▶ Undergraduates have a course requirement to show knowledge of diversity, equity, & inclusion
- ▶ Approved list of courses for meeting this requirement
- ▶ Faculty members may apply for \$1500 mini-grants to develop courses
- ▶ Department may request TA matching funds from the EVC to reduce section size for these courses
- ▶ Info: <http://academicaffairs.ucsd.edu/ug-ed/diversity/>

Family Accommodations

- ▶ Provides temporary FTE funding at the standard course rate to hire a teaching replacement for a faculty member who is on child-bearing leave or on active service with modified duties
- ▶ Can request funding for one undergraduate course per quarter, for up to two quarters per event
- ▶ Complete a FAR form to request the leave and funding

Faculty Leaves

- ▶ Faculty Salary Exchange Program
- ▶ Course Buyout (Faculty Leverage Program – FLP)
- ▶ Other Leaves (60/40 Split)
 - LWOP
 - Switch to Research Title
 - Partial Pay Sabbatical

Faculty Salary Exchange Program

- ▶ Most divisions have approved programs
- ▶ Faculty may choose to have part of their academic year salary paid from extramural funds
- ▶ Department retains 100% of salary savings for approved uses
- ▶ Faculty may not reduce teaching or service commitments
- ▶ Participation cannot exceed 50% for the academic year and cannot be combined with sabbatical

Faculty Course Buyout (Faculty Leverage Program)

- ▶ Some divisions have approved programs
- ▶ Faculty may reduce teaching by up to two courses per academic year by supporting themselves on extramural funding for $1/6^{\text{th}}$ of their annual salary rate (50% per quarter per course)
- ▶ Must continue to teach two courses
- ▶ Released salary is retained by department and division to cover teaching replacement costs
- ▶ Program cannot be combined with sabbatical

Other Leaves with Salary Savings

- ▶ For all other faculty leaves that generate salary savings, e.g.,
 - LWOP
 - Switch to Research Title
 - Partial Pay Sabbatical
- ▶ Department retains 60% of savings and 40% of savings is returned to EVC
- ▶ After three consecutive quarter of LWOP, 100% of savings is returned to EVC
- ▶ Reports generated quarterly, with quarterly drawoff

Interdisciplinary Teaching Vouchers

- ▶ Provides funding at the standard course rate (\$7500) to a department who has a faculty member who plans to teach in a college core program (e.g., DOC, MMW, HUM) for the first time
- ▶ Funding is to assist in covering the cost of a lecturer to teach the faculty member's course
- ▶ Funding is one year only; incorporated in temporary FTE model after first year
- ▶ Contact Resource Administration to request funding

Pathways to Retirement

- ▶ An incentive program for faculty considering retirement
- ▶ Provides up to \$15,000 per year for up to three years
 - One-ninth salary to recall faculty member to teach an undergraduate course (up to Prof 7 rate)
 - Research support up to \$5,000 per year to recall faculty for research
- ▶ Contact Academic Personnel Services to discuss retirement agreement and recall
- ▶ Contact Resource Administration to request funding