August 15, 2019

Dear Colleagues,

I’m writing to provide a few details on budget administration for chairs, directors, and deans.

If you are new to budget administration, I suggest having at least a quick look at the Office of Finance’s website, especially the Resources for Budget Managers section.

Most academic division operating budgets have remained at a constant level for some time now. In a few areas, budgets have been adjusted through reallocation from other areas or increases approved through the Budget Task Force process. If your operating budget is under significant pressure, please contact me so we can discuss the possibility of reallocating budget from another area or submitting a budget increase request to the Budget Task Force. The academic division presentation to the Budget Task Force is generally scheduled for late October or early November, so discussions about any requests to be considered for inclusion will need to start by mid-September.

The policy for department faculty travel funds remains the same as in the past:
- Annual allocation of $350 per tenure—line, three--year visiting, and ongoing instructor position in the department or program, excluding faculty in endowed positions with discretionary funds.
- Departments and programs allocate travel funds in ways that best meet the professional travel needs of faculty in that unit. Some departments/programs designate the annual allocation to individual faculty members, while others pool some or all funds to support particular faculty travel needs in a given year—including support of visiting faculty—or to support departmental travel needs.
- Travel funds accumulate across fiscal years; however, the total accumulation at the start of each fiscal year can be no more than the sum of the three most recent annual allocations. Allocated travel funds in excess of this maximum accumulation are transferred to the University Enrichment Committee’s faculty travel pool.

Equipment allocations, based on requests submitted last fall, will be allocated by the end of August. If you have questions about equipment allocations, please let me know. Note that equipment funds and operating funds are not interchangeable. That is, operating budget funds should not be used to purchase equipment, and equipment funds should not be used to offset operating budget shortfalls. If you wish to make any changes within your equipment allocations in the coming academic year, contact me. Please work with Technology Services for all computing, networking, and related peripheral equipment purchases, as well as software purchases. This allows for ongoing support of the computing equipment and for software to be considered as part of the purchase process.

If you have questions about operating or equipment allocations or if you have other budgetary issues you wish to discuss, contact me through your preferred form of communication (in person in Jones 212, by phone at x3207, by e-mail at jchristoph@pugetsound.edu)

Sincerely,
Julie Christoph
Associate Academic Dean