



University of Colorado
Denver

Office of Faculty Affairs
Office of the Provost

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December 3, 2024

MOU on Faculty Assembly Budget Process

Purpose: This MOU aims to create a clear, collaborative process for setting the Faculty Assembly's annual budget, and support for university goals. It applies to the Faculty Assembly and its committees but excludes UCDALI, which follows a different procedure. The MOU ensures that budget proposals align with university financial planning, helps Faculty Assembly to plan its work, and allows for addressing new needs through collaboration.

Scope: The terms described below apply only to FA and its standing committee funding requests made to the central CU Denver administration (i.e., the Provost's and Chancellor's Offices and the central administrative units reporting directly to them). FA and its standing committees may pursue other funding sources at their discretion without consulting or obtaining approval from the Office of Faculty Affairs, provided such pursuits do not create additional administrative work for the OFA or increase its fiduciary responsibilities.

Duration and Review: This MOU will remain in effect as the agreed-upon framework unless a significant issue or unforeseen circumstance arises that necessitates a review. In such cases, either party—the Office of Faculty Affairs or Faculty Assembly—may initiate a review and re-approval process.

Terms of Agreement:

1. Annual Budget Proposal Submission

- o Each year by December 1st, the Faculty Assembly (FA) will submit a comprehensive budget proposal for the following fiscal year to the OFA.
- o The proposal will distinguish between **continuing budget requests** (e.g., stipends, ongoing course buy-outs, support staff, and operating expenses) intended to continue in perpetuity and **one-time requests** (e.g., special stipends or course buy-outs specific to the upcoming academic year).

2. Budget Review and Recommendations

- o Following FA's budget submission, OFA will review the proposal and consult with the Associate Vice Chancellor (AVC) of Budget and the Provost.
- o OFA will make budget recommendations to FA by February 1st, factoring in:

- The necessity of robust campus assemblies for the effective functioning and general welfare of the university, per Article V of the Regent's Laws, and the requirement that campus assemblies be adequately funded, per the Faculty Senate Constitution.
 - Campus-wide funding availability.
 - Priorities set by executive leaders and the Campus Advisory Committee on Budget (CACB).
 - Availability of one-time funds.
- This collaborative review will help to ensure alignment between the university's fiscal outlook and FA's identified priorities.

3. Additional One-Time Requests

- If additional one-time funding needs arise for the fiscal year after the initial budget has been approved but before the start of the fiscal year, FA may work with OFA to request one-time funds through the central campus request process.
- In rare situations, Faculty Assembly may need additional one-time funding to carry out its responsibilities. These requests for emergency funding requests throughout the year should be coordinated directly through OFA to ensure they align with campus-wide budgetary processes.
- Any request for funding from a FA committee made to the Chancellor's or Provost's offices, or other central administrative units that report directly to them, needs to be approved by FA Executive Committee.

4. Commitment to Ongoing Collaboration

- This MOU formalizes a proactive approach to budget setting, ensuring that FA's identified priorities are considered early in the budget process.
- Both the OFA and FA commit to open communication and cooperation to manage resources effectively in support of shared goals.

Signatures

Signed by:
Sasha Bruger-Bush
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Faculty Assembly Chair

Date: December 9, 2024 | 11:38:37 AM MST

DocuSigned by:
Turan Kayaoglu
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Associate Vice Chancellor for Faculty Affairs

Date: December 9, 2024 | 4:01:42 PM MST

Signed by:
Jennifer St Peter
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Associate Vice Chancellor for Budget

Date: December 10, 2024 | 8:16:14 AM MST

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Provost and Executive Vice Chancellor for Academic and Student Affairs

Date: December 13, 2024 | 10:47:08 AM PST

Signed by:
Ann Schmiesing
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Chancellor

Date: December 13, 2024 | 1:17:17 PM MST