

## **FACULTY BUDGET COMMITTEE CHARGE**

The Faculty Budget Committee serves in an advisory role to the Provost and through the Provost to central administration in matters pertaining to the University's budget. The Committee also serves as a conduit for calling to the attention of the administration budgetary issues of concern to the faculty and also for providing information to the faculty regarding the University's budget and overall financial position. The Committee shall report regularly to the Faculty Senate and its Executive Committee. The focus of the Committee's review of budgetary issues will be on those with University-wide significance. (Under the University's decentralized budgeting system, much of the budgetary decision making takes place at the school or college level. Refer to Charles Phelps' paper, "The Budget Process at the University of Rochester", Appendix A of the Faculty Senate Minutes of October 15, 1996.) The Committee's role of communicating budgetary information is necessarily limited due to the confidential nature of some of its deliberations.

The Committee's agenda for a given year will be developed jointly by its members, the Provost and the Senior Vice President for Administration and Finance and Chief Financial Officer. Attention of the Committee will focus on:

1. Review and discussion of policies and processes for development and evaluation of budgets and major financial decisions that bridge more than one school or that have University-wide implications.
2. Participation in special studies at the request of the Provost or the Senior Vice President for Administration and Finance.
3. Review and discussion, early in the budget preparation period, of operating budget assumptions.
4. Review, discussion and evaluation of major capital projects (i.e., over a certain dollar threshold) that have implications beyond divisional boundaries.

These would include central administrative projects whose costs are allocated across the University, divisional projects of a scale that they might have a bearing on the University's overall financial position and projects that have University-wide implications (for example, affecting the indirect cost rate for the entire University).

5. Review and discussion of the overall University operating and capital budgets prior to submission to the Board of Trustees.
6. Review and discussion of budgetary matters of interest to faculty across the University, such as: investment policies, fundraising performance, administrative costs, salaries, benefits program, level of debt, etc.

The Committee will meet with the Provost at regular intervals. The Committee will work with the Senior Vice President for Administration and Finance in gathering information and arranging meetings with other University officials. The Committee will issue a report at least annually to the Senate. The Committee's chair will report to the Executive Committee of the University's Board of Trustees at the time of the presentation of the University's operating and capital budgets.

The Committee will consist of seven faculty members who do not hold the administrative rank of associate dean or higher. One member will be selected from the eligible faculties of each of the schools (including one from the Arts and Sciences and one from the Engineering and Applied Sciences faculty of the College). Nominations for faculty members of the committee will be solicited from the Faculty Senate electorate. The Senate Executive Committee will select a final list of nominees from among the nominations received. The Provost will then select candidates for election to the committee, at least half of whom will come from the list of nominees provided by the Senate Executive Committee. Members of the committee will be elected by the Faculty Senate from this list of candidates provided by the Provost. Each elected member will serve a three-year term so as to assure a

roughly balanced membership rotation. An additional member from the Senate Executive Committee, the Senate liaison, will be appointed annually by consensus of the Provost and the Senate Executive Committee to serve *ex officio*. The Provost shall be an *ex officio* member. The Committee shall elect its own chair annually.

Drafted and approved by the Senate Executive Committee, 11/22/16.