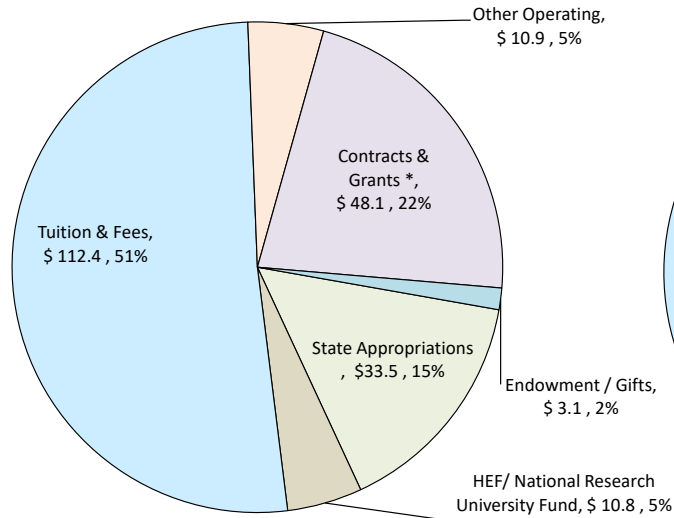


University of Houston Downtown Budget

FY2023

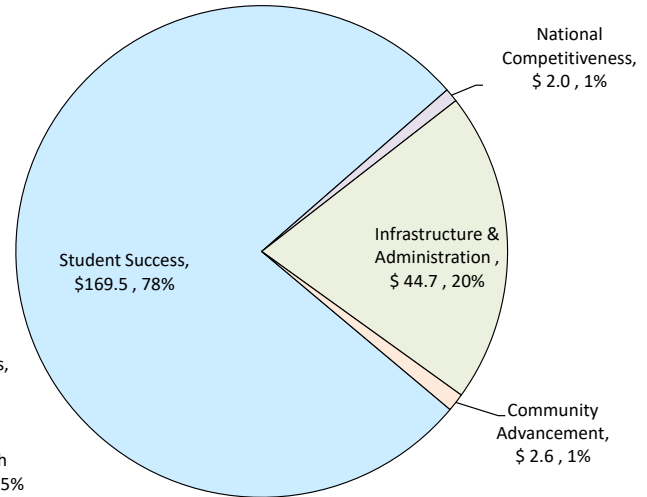
Operating Budget Source of Funds



* Includes Federal Financial Aid

Total \$218.8 Million

Operating Budget Use of Funds

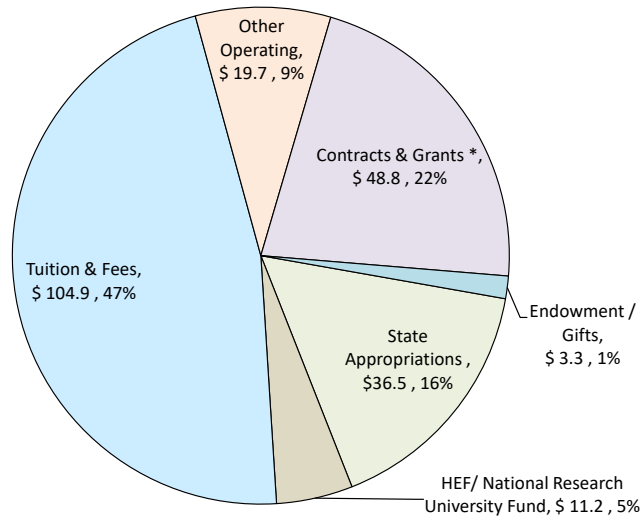


Total \$218.8 Million

Total Budget	
	\$ Millions
Operating Budget	\$ 218.8
Capital Facilities	13.4
Total	\$ 232.2

FY2024

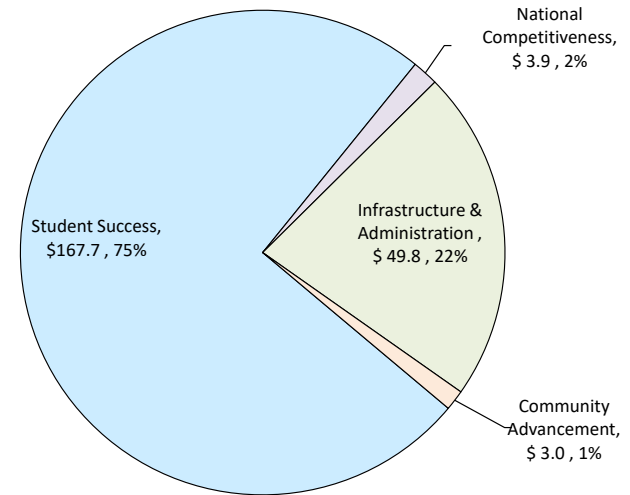
Operating Budget Source of Funds



* Includes Federal Financial Aid

Total \$224.4 Million

Operating Budget Use of Funds



Total \$224.4 Million

Total Budget	
	\$ Millions
Operating Budget	\$ 224.4
Capital Facilities	47.1
Total	\$ 271.5

University of Houston Downtown
Revenues FY2020 - FY2024
\$ in Millions

	A 2020 Actual	B 2021 Actual	C 2022 Actual	D 2023 Budgeted	E 2024 Proposed
1 State Appropriations	\$ 32.5	\$ 31.4	\$ 33.7	\$ 33.5	\$ 36.5
2 HEF/ National Research University Fund	11.8	10.8	10.8	10.8	11.2
3 Tuition & Fees	106.9	115.0	114.3	112.4	104.9
4 Other Operating	6.6	4.0	2.9	10.9	19.7
5 Contracts & Grants *	55.5	76.6	80.0	48.1	48.8
6 Endowment / Gifts	3.7	2.7	4.3	3.1	3.3
7 Total	<u>\$ 217.0</u>	<u>\$ 240.5</u>	<u>\$ 246.0</u>	<u>\$ 218.8</u>	<u>\$ 224.4</u>

* Includes Federal financial aid

University of Houston - Downtown
Expenditures FY2020 - FY2024
\$ in Millions

	A 2020 Actual	B 2021 Actual	C 2022 Actual	D 2023 Budgeted	E 2024 Proposed
1 Student Success	\$ 159.0	\$ 184.1	\$ 194.0	\$ 169.5	\$ 167.7
2 National Competitiveness	2.6	2.2	1.9	2.0	3.9
3 Infrastructure & Administration	36.0	34.2	39.3	44.7	49.8
4 Community Advancement	3.1	2.7	2.6	2.6	3.0
5 Total	<u>\$ 200.7</u>	<u>\$ 223.2</u>	<u>\$ 237.8</u>	<u>\$ 218.8</u>	<u>\$ 224.4</u>

**University of Houston - Downtown
FY 2024 Operating Budget Expenditures by Function**

	A	B	C	D	E	F	G	H	I	J	K	L
Expenditure Budget	Instruction	Research	Academic Support	Subtotal	Public Service	Student Services	Institutional Support	Physical Plant	Scholarships & Fellowships	Auxiliary Enterprises	FY 2024 Total	FY 2023 Total
1 Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
2 Tenure Track Faculty	26,265,988	-	66,980	26,332,968	14,461	22,851	531,236	-	-	44,659	26,946,175	25,845,491
3 Non-Tenure Track Faculty	6,358,260	-	76,969	6,435,229	14,706	-	110,883	-	-	-	6,560,818	6,167,057
4 Adjunct Faculty	4,936,794	-	-	4,936,794	-	-	-	-	-	-	4,936,794	5,365,105
5 Graduate Assistant	-	-	-	-	-	-	-	-	-	-	-	-
6 Exempt Staff	1,511,423	319,493	13,114,561	14,945,477	861,613	3,921,811	11,372,054	513,650	-	2,467,649	34,082,254	33,307,308
7 Non-Exempt Staff	749,980	-	4,454,178	5,204,158	149,398	1,360,258	4,753,955	1,873,433	-	1,419,626	14,760,828	14,763,171
8 Student Employees	165,987	4,662	835,920	1,006,569	31,281	324,571	94,807	4,226	680,000	410,850	2,552,304	2,611,940
9 Summer Instruction Salaries	3,219,563	-	-	3,219,563	-	-	-	-	-	-	3,219,563	3,219,563
10 Benefits	10,712,285	94,347	5,839,558	16,646,190	324,319	1,718,221	5,190,577	1,257,823	-	1,128,049	26,265,179	24,934,211
11 Subtotal	53,920,280	418,502	24,388,166	78,726,948	1,395,778	7,347,712	22,053,512	3,649,132	680,000	5,470,833	119,323,915	116,213,846
12 Capital	-	9,500	3,962,432	3,971,932	-	50,958	1,926,422	5,408	-	15,000	5,969,720	4,224,845
13 M&O	1,721,602	3,464,976	7,141,733	12,328,311	1,648,088	1,939,071	12,229,690	5,683,953	-	2,911,808	36,740,921	32,982,307
14 Travel & Business Expense	231,889	12,500	285,320	529,709	10,500	64,873	337,240	6,456	-	121,000	1,069,778	1,200,000
15 Debt Service	-	-	-	-	-	-	-	2,560,125	-	2,847,575	5,407,700	5,426,675
16 Utilities	-	-	-	-	-	-	-	1,306,576	-	187,436	1,494,012	1,494,012
17 Scholarship & Fellowship	-	-	-	-	-	-	-	-	54,417,980	-	54,417,980	57,300,454
18 Subtotal	1,953,491	3,486,976	11,389,485	16,829,952	1,658,588	2,054,902	14,493,352	9,562,518	54,417,980	6,082,819	105,100,111	102,628,293
19 Total Expenditure Budget	\$ 55,873,771	\$ 3,905,478	\$ 35,777,651	\$ 95,556,900	\$ 3,054,366	\$ 9,402,614	\$ 36,546,864	\$ 13,211,650	\$ 55,097,980	\$ 11,555,652	\$ 224,426,026	\$ 218,844,139

University of Houston - Downtown
Appendix A - Allocation of New FY 2024 Resources

<u>Revenue Changes</u>	A
State Appropriations	
1 General Revenue	\$ 2,650,657
2 State Matching Benefits	881,918
3 Comprehensive Research Funds	106,871
4 Fund Balance	(1,198,632)
5 Subtotal State Appropriations	2,440,814
Other State Funds	
6 Fund Balance	978,000
7 Subtotal Other State Funds	978,000
Tuition and Fees	
8 Institutional Tuition and Fees	(6,809,336)
9 College Tuition and Fees	(1,000)
10 Student Service Fees	(283,645)
11 Recreation and Wellness Centers	(249,304)
12 University/Student Center Fee	(72,675)
13 Fund Balance	7,481,556
14 Other Student Fees	(23,000)
15 Subtotal Tuition and Fees	42,596
Other Operating	
16 Facility and Administrative Cost	234,428
17 Central Investment Earnings	1,360,000
18 Other Educational and General Operations	159,000
19 Auxiliary Operations	40,000
20 Parking Fees	100,000
21 Other Operating Income	(328)
22 Fund Balance	(327,463)
23 Subtotal Other Operating	1,565,637
Contracts and Grants	
24 Research	2,561,919
25 Financial Aid	(2,208,129)
26 Subtotal Contracts and Grants	353,790
Endowment Income / Gifts	
27 Gifts	291,500
28 Endowment Income	213,850
29 Fund Balance	(304,300)
30 Subtotal Endowment Income / Gifts	201,050
31 Total Net Revenue	\$ 5,581,887

<u>Reallocations</u>	B
1 Reallocations	\$ -

<u>Priority/Initiative Allocations</u>	C
Priority 1. Student Success	
2 Financial Aid	(778,199)
3 Federal and State Financial Aid	(2,208,129)
4 Gifts & Endowments	162,976
5 Student Recruitment, Retention and Success	(1,251,626)
6 Enhanced Student Support Services	1,153,731
7 Subtotal Student Success	(2,921,247)
Priority 2. National Competitiveness	
8 Faculty Recruitment, Retention and Expansion	186,956
9 University Research Support & Infrastructure Investments	116,613
10 Research-Other than Federal & State	172,774
11 Federal and State Research Support	2,225,000
12 Subtotal National Competitiveness	2,701,343
Priority 3. University Infrastructure & Administration	
13 Tuition Revenue Bond Debt Service	3,100
14 Insurance and Risk Mitigation	54,203
15 Recruit and Retain Highly Qualified Staff	916,248
16 Operations and Administration Support	3,139,987
17 Campus Security, IT and Infrastructure	1,410,876
18 Subtotal University Infrastructure & Administration	5,524,414
Priority 4. Community Advancement	
19 Communication & Educational Public Service	277,377
20 Subtotal Community Advancement	277,377
21 Total Priority/Initiative Allocations	\$ 5,581,887

University of Houston - Downtown
Appendix B - Allocation of FY 2024 HEF

<u>FY2024 Allocation</u>	
HEF	\$ <u>11,155,034</u>

<u>Priority/Initiative Allocations</u>	<u>HEF</u>
Priority 1. Student Success	
1 Debt Service - Academic Infrastructure	\$ 2,560,125
2 Instructional Support	3,396,382
3 Student Services Support	321,500
4 Subtotal - Student Success	<u>6,278,007</u>
Priority 2. National Competitiveness	
5 Facilities/Labs and Technology	850,000
6 Subtotal - National Competitiveness	<u>850,000</u>
Priority 3. University Infrastructure & Administration	
7 Annual Deferred Maintenance & Life Safety	1,600,000
8 Campus Security, IT and Infrastructure	2,427,027
9 Subtotal - University Infrastructure & Administration	<u>4,027,027</u>
10 Total Priority/Initiative Allocations	<u>\$ 11,155,034</u>

University of Houston - Downtown
Table 1 - Sources & Uses
(\$ in Millions)

	A		B		C		D		E		F		G	
	<u>Historical</u>		-----Change-----				<u>Current</u>		-----Change-----				<u>New</u>	
	FY2022 Budget		Dollars	Percent	FY2023 Budget		Dollars	Percent	FY2024 Budget		Dollars	Percent	FY2024 Budget	
Operating & Restricted Budget														
Source of Funds														
1 State Appropriations	\$	33.6	\$	(0.1)	0%	\$	33.5	\$	3.0	9%	\$	36.5		
2 HEF/NRUF		10.8		(1.9)	-17%		9.0		0.6	7%		9.6		
3 Tuition & Fees		109.1		3.3	3%		112.4		(7.4)	-7%		104.9		
4 Other Operating		15.3		(2.5)	-16%		12.8		8.6	67%		21.3		
5 Contracts & Grants		45.9		2.2	5%		48.1		0.7	1%		48.8		
6 Endowment Income/Gifts		3.2		(0.1)	-2%		3.1		0.2	6%		3.3		
7 Total Sources	\$	217.9	\$	1.0	0.4%	\$	218.8	\$	5.6	2.6%	\$	224.4		
Use of Funds by Object														
8 Salaries and Wages - Faculty	\$	39.7	\$	0.9	2%	\$	40.6	\$	1.1	3%	\$	41.7		
9 Salaries and Wages - Staff		48.3		2.4	5%		50.7		0.7	1%		51.4		
10 Benefits		24.2		0.7	3%		24.9		1.3	5%		26.3		
11 M&O		37.1		(3.0)	-8%		34.2		3.6	11%		37.8		
12 Capital		3.7		0.5	15%		4.2		1.7	41%		6.0		
13 Scholarships		57.3		0.0	0%		57.3		(2.9)	-5%		54.4		
14 Debt Service		5.4		0.0	0%		5.4		(0.0)	0%		5.4		
15 Utilities		2.1		(0.6)	-28%		1.5		-	0%		1.5		
16 Total Uses	\$	217.9	\$	1.0	0.4%	\$	218.8	\$	5.6	2.6%	\$	224.4		

Capital Facilities Budget

Source of Funds														
17 HEF	\$	2.2	\$	(0.3)	-13%	\$	1.9	\$	(0.3)	-15%	\$	1.6		
18 Bonds		32.5		(32.5)	-100%		-		44.9	0.0%		44.9		
19 Gifts		-		-	0.0%		-		-	0.0%		-		
20 Other Debt Funded		-		6.0	0.0%		6.0		(6.0)	-100%		-		
21 Other		0.1		5.5	10727%		5.5		(5.0)	-90%		0.6		
22 Total Sources	\$	34.7	\$	(21.3)	-61.5%	\$	13.4	\$	33.7	252.3%	\$	47.1		
Use of Funds by Object														
23 Construction	\$	32.5	\$	(21.3)	-65%	\$	11.2	\$	3.8	33%	\$	15.0		
24 Major Rehabilitation		2.2		(0.1)	-4%		2.1		30.0	1410%		32.1		
25 Acquisitions		-		-	0.0%		-		-	0.0%		-		
26 Total Uses	\$	34.7	\$	(21.3)	-61.5%	\$	13.4	\$	33.7	252.3%	\$	47.1		

Total Operating, Restricted and Capital Budget

27	\$	252.6	\$	(20.4)	-8.1%	\$	232.2	\$	39.3	16.9%	\$	271.5		
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**University of Houston - Downtown
Table 2 - Current Operating Funds**

Source of Funds	FY2023	-----Change-----		FY2024
	Budget	Dollars	Percent	Budget
General Funds				
State General Revenue Appropriations				
Formula Funding	\$ 26,173,246	\$ 2,086,012	8.0%	\$ 28,259,258
Special Items	299,212	1	0.0%	299,213
State Benefits Appropriation	6,931,825	881,918	12.7%	7,813,743
Dedicated Appropriations	82,500			82,500
Subtotal State General Revenue Appropriations	33,486,783	2,967,931	8.9%	36,454,714
Tuition and Fees				
Consolidated Tuition & Fees	20,820,326	(1,054,099)	-5.1%	19,766,227
Subtotal Tuition and Fees	20,820,326	(1,054,099)	-5.1%	19,766,227
HEF	10,828,344	326,690	3.0%	11,155,034
Income on State Treasury Deposits	10,000	190,000	1900.0%	200,000
Hazlewood Compensation	1,375,632	(175,632)	-12.8%	1,200,000
Subtotal General Funds	66,521,085	2,254,890	3.4%	68,775,975
Designated				
Tuition and Fees				
Consolidated Tuition & Fees	62,094,548	(4,023,841)	-6.5%	58,070,707
Designated Tuition - Differential	3,477,972	(691,902)	-19.9%	2,786,070
Library Fee	2,001,801	(121,532)	-6.1%	1,880,269
Technology Fee	5,227,873	(323,591)	-6.2%	4,904,282
Major/Department/Class Fees	8,785,227	(595,371)	-6.8%	8,189,856
Subtotal Tuition and Fees	81,587,421	(5,756,237)	-7.1%	75,831,184
Indirect Cost	262,985	226,178	86.0%	489,163
Investment Income on Non-Endowed Funds	655,000	1,170,000	178.6%	1,825,000
Endowment Income	359,376	36,942	10.3%	396,318
Contracts / Grants / Gifts	52,500	8,250	15.7%	60,750
Arte Publico/Opt Clinic/Self Supp Org	1,547,500	159,000	10.3%	1,706,500
Fund Balance	6,266,672	7,483,031	119.4%	13,749,703
Subtotal Designated Funds	90,731,454	3,327,164	3.7%	94,058,618
Auxiliary Enterprises				
Student Fees				
Student Service Fee	4,728,247	(283,645)	-6.0%	4,444,602
Recreation and Wellness Center	3,894,150	(249,304)	-6.4%	3,644,846
University Center Fees	1,149,792	(72,675)	-6.3%	1,077,117
Other Student Fees	195,000	(23,000)	-11.8%	172,000
Subtotal Student Fees	9,967,189	(628,624)	-6.3%	9,338,565
Sales & Service - Student Housing			0.0%	
Sales & Service - Parking	1,100,000	100,000	9.1%	1,200,000
Sales & Service - Athletics/Hotel/Other	1,069,660	39,672	3.7%	1,109,332
Fund Balance	487,693	(328,938)	-67.4%	158,755
Subtotal Auxiliary Funds	12,624,542	(817,890)	-6.5%	11,806,652
Total Current Operating Funds	169,877,081	4,764,164	2.8%	174,641,245
Interfund Transfer	(2,126,000)	(45,000)	2.1%	(2,171,000)
Total Operations Sources	167,751,081	4,719,164	2.8%	172,470,245
Restricted				
Contracts and Grants				
Research	3,077,638	2,561,919	83.2%	5,639,557
Financial Aid	45,012,701	(1,863,304)	-4.1%	43,149,397
Gifts	1,181,500	291,500	24.7%	1,473,000
Endowment Income	1,061,474	154,791	14.6%	1,216,265
Other Restricted	511,245	(304,300)	-59.5%	206,945
Total Current Operating Funds	50,844,558	840,606	1.7%	51,685,164
Interfund Transfer	248,500	22,117	8.9%	270,617
Total Restricted Sources	51,093,058	862,723	1.7%	51,955,781
Total Sources	\$ 218,844,139	\$ 5,581,887	2.6%	\$ 224,426,026
Use of Funds by Object				
Salaries and Wages	\$ 91,279,635	\$ 1,779,101	1.9%	\$ 93,058,736
Benefits	24,934,211	1,330,968	5.3%	26,265,179
M&O	34,184,307	3,563,592	10.4%	37,747,899
Capital	4,224,845	1,744,875	41.3%	5,969,720
Scholarships	57,300,454	(2,882,474)	-5.0%	54,417,980
Debt Service	5,426,675	45,825	0.8%	5,472,500
Utilities	1,494,012			1,494,012
Total Uses	\$ 218,844,139	\$ 5,581,887	2.6%	\$ 224,426,026

University of Houston - Downtown

Table 4 - Capital Projects

	-----Project Expenditures-----			Total Project	-----Funded From-----				
	Project	FY2024	Future Year		Revenue				
	to Date (1)	Budget	Budgets		Budget	HEF/Other State Funded	CCAP	Other Debt Funded	Gifts
New Construction									
Girard Street Building	\$ -	\$ 15,000,000	\$ -	\$ 15,000,000	\$ -	\$ 15,000,000	\$ -	\$ -	\$ -
Subtotal New Construction	\$ -	\$ 15,000,000	\$ -	\$ 15,000,000	\$ -	\$ 15,000,000	\$ -	\$ -	\$ -
Major Repair and Rehabilitation									
Wellness and Success Center Capital Renewal	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Girard Street Garage Capital Renewal	-	51,000	-	51,000	51,000	-	-	-	-
CSET Lab Upgrades	-	200,000	-	200,000	200,000	-	-	-	-
Offices & Lounge	-	120,000	-	120,000	120,000	-	-	-	-
Student Life Center	-	650,000	-	650,000	-	650,000	-	-	-
One Main Building	-	29,272,833	-	29,272,833	-	29,272,833	-	-	-
Projects Budgeted Annually									
Capital Renewal/Capital Improvements	-	1,600,000	-	1,600,000	1,600,000	-	-	-	-
Subtotal Major Repairs & Rehabilitation	\$ -	\$ 32,093,833	\$ -	\$ 32,093,833	\$ 2,171,000	\$ 29,922,833	\$ -	\$ -	\$ -
Total	\$ -	\$ 47,093,833	\$ -	\$ 47,093,833	\$ 2,171,000	\$ 44,922,833	\$ -	\$ -	\$ -

(1) Project expenditures to date, estimated through August 31, 2023

University of Houston - Downtown
Table 7-A Allocation of Student Service Fees

Sources	FY2023	-----Change-----		FY2024
	Budget	Dollars	Percent	Budget
Current Year Revenue	\$ 4,758,247	\$ (283,645)	-6.0%	\$ 4,474,602
Remissions/Exemptions	(30,000)			(30,000)
Other Income	197,500	(24,500)	-12.4%	173,000
Budgeted Fund Balance	322,897	(322,897)	-100.0%	-
Total Sources	\$ 5,248,644	\$ (631,042)	-12.0%	\$ 4,617,602
Allocations				
Bayou Review	\$ 9,665	\$ -		\$ 9,665
Call Center	15,171			15,171
Campus Activities Board	27,600			27,600
Career Services	533,416	(1,375)	-0.3%	532,041
Center for Diversity and Inclusion	67,638	(2,103)	-3.1%	65,535
Clubs and Organizations	78,813	(17,733)	-22.5%	61,080
Conference and Events	280,486	(64,055)	-22.8%	216,431
Disability Services Software	18,000			18,000
Drama Production	46,025			46,025
Enrollment Management	789,519	(471)	-0.1%	789,048
eSports Center	-	51,624	0.0%	51,624
Financial Aid Office	1,447,566	(647,759)	-44.7%	799,807
First & Second Year Retention	123,810	50,909	41.1%	174,719
Food Market	29,067			29,067
Graduation/Diplomas	195,000	(23,000)	-11.8%	172,000
Homecoming	20,000			20,000
International Programs	33,163			33,163
Leadershape & Conferences	26,061			26,061
One Main Events	29,364			29,364
Orgsync	20,000			20,000
Registrar	273,515	4,206	1.5%	277,721
SA Program & Events	39,139			39,139
Software Consulting	7,425			7,425
Staff Salary Pool	61,793	(61,793)	-100.0%	-
Student Activities	401,969	9,747	2.4%	411,716
Student Affairs	310,002	5,551	1.8%	315,553
Staff Merit Pool	-	86,450	0.0%	86,450
Student Awards	3,300			3,300
Student Government Association	35,795			35,795
Student Newspaper	31,370	(500)	-1.6%	30,870
Title IX	13,000			13,000
UHD iRadio	10,000			10,000
Utilities/Other Overhead	132,122	(6,040)	-4.6%	126,082
Veterans Services Operations	123,150			123,150
Welcome Week	14,700	(14,700)	-100.0%	-
Locker Rental	1,000			1,000
Total Allocations	\$ 5,248,644	\$ (631,042)	-12.0%	\$ 4,617,602

University of Houston - Downtown
Table 7-B Allocation of University Center Fee

Sources	FY2023	-----Change-----		FY2024
	Budget	Dollars	Percent	Budget
Current Year Revenue	\$ 1,172,792	\$ (70,675)	-6.0%	\$ 1,102,117
Other Income	15,000	(15,000)	-100.0%	-
Remissions & Exemptions	(23,000)	(2,000)	8.7%	(25,000)
Total Sources	\$ 1,164,792	\$ (87,675)	-7.5%	\$ 1,077,117
Allocations				
Campus Information Center	\$ 134,216	\$ (7,706)	-5.7%	\$ 126,510
Enrollment Management	47,354	2,890	6.1%	50,244
O'Kane Gallery	140,291	2,187	1.6%	142,478
Student Affairs	149,244	3,221	2.2%	152,465
Student Health Services	415,837	(15,000)	-3.6%	400,837
Utilities/Other OH	102,964	(57,837)	-56.2%	45,127
Welcome Center	130,304	14,984	11.5%	145,288
eSports Center	39,872	(33,891)	-85.0%	5,981
Staff Salary Pool	4,710	(4,710)	-100.0%	-
Staff Merit Pool	-	8,187	0.0%	8,187
Total Allocations	\$ 1,164,792	\$ (87,675)	-7.5%	\$ 1,077,117

University of Houston - Downtown
Table 7-C Allocation of Recreation & Wellness Center Fee

Sources	FY2023	-----Change-----		FY2024
	Budget	Dollars	Percent	Budget
Current Year Revenue (Recreation Fee)	\$ 3,977,150	\$ (242,304)	-6.1%	\$ 3,734,846
Remissions & Exemptions	(83,000)	(7,000)	8.4%	(90,000)
Among Funds (Utility Rebate)	(200,000)			(200,000)
Other Income	10,000	20,000	200.0%	30,000
Budgeted Fund Balance	-	87,755	0.0%	87,755
Total Sources	\$ 3,704,150	\$ (141,549)	-3.8%	\$ 3,562,601
Allocations				
Debt Srvc Wellness & Success Center	\$ 2,164,475	\$ (2,625)	-0.1%	\$ 2,161,850
Recreational Center	826,243	104,559	12.7%	930,802
Insurance Risk Management	108,000	(240)	-0.2%	107,760
Other Overhead-Wellness SCF	167,514	(53,453)	-31.9%	114,061
Utilities-Wellness SCF	44,000	54,198	123.2%	98,198
Student Assistance Program	317,918	(184,028)	-57.9%	133,890
Daxco	5,000	(5,000)	-100.0%	-
Club Sports Program	71,000	(71,000)	-100.0%	-
Staff Merit Pool	-	16,040	0.0%	16,040
Total Allocations	\$ 3,704,150	\$ (141,549)	-3.8%	\$ 3,562,601

Memo To: All UH-Downtown/PS Holders
From: Loren J. Blanchard, President
Subject: Faculty Teaching Workload

UH-Downtown/PS 10.A.04
Issue No. 6
Effective Date: 09/01/22
Page 1 of 3

1. PURPOSE

This PS defines the restructured faculty workload policy for the University of Houston-Downtown. The teaching course load described recognizes the increased faculty time commitments in the areas of service and scholarship at the university.

2. DEFINITIONS

- 2.1 The term “year,” unless otherwise specified in this PS, means the 9-month academic year.
- 2.2 The term “one-to-one course” refers to a course in which a student receives direct research supervision by a faculty member such as in the case of Directed Studies, Special Projects, and Undergraduate Research Supervision.

3. POLICY/PROCEDURES

3.1 Scope

The policy defined in this PS applies only to full-time tenured or tenure-track faculty members and only to the part of the year included in the 9-month academic year that encompasses two long semesters.

3.2 Principles

This policy is intended to facilitate effective teaching, support professional development, encourage research, maintain academic quality, and provide appropriate response to enrollment growth. Department chairs will regularly monitor each faculty member’s teaching load to ensure its consistency with sound pedagogical practices, and the best interests of the students, the department, the college, and the university.

3.3 Policy

- 3.3.1 The standard course load for a faculty member during the combined long semesters is 21 semester credit hours (9/12 or 12/9) of classroom instruction or the equivalent. It is the responsibility of the department chair, in consultation with the faculty and the dean, to ensure academic programs have appropriate coverage. In addition, faculty are expected to maintain scheduled office hours, perform other course-related activities, be involved in shared governance

activity, provide service to the community within their areas of expertise, and engage in research and other creative activities.

- 3.3.2 The teaching load for department chairs is nine (9) semester hours or equivalent per year.
- 3.3.3 Graduate semester hours shall count as 1.5 undergraduate semester hours in determining teaching load.
- 3.3.4 Course load adjustments to balance “half-course” credits, as for graduate teaching, shall either be banked until a full credit is earned or may be paid out as an overload if the faculty member should request overload pay. To consider departmental needs, the timing of a workload adjustment should be approved by the department chair but credited within two calendar years from the time the full credit is earned.
- 3.3.5 The department chair is responsible for assigning and monitoring the workload of faculty within the department to insure individual compliance to the course load requirement. The department chair will insure that other academic duties are assigned equitably within the department. Course releases below the 12/9 or 9/12 semester credit hours per year require written approval by departmental chair and college dean prior to annual scheduling. The department chair must report all course loads to the college dean, who must report these to the Vice President for Academic Affairs.

3.4 Adjustments and Exceptions to Policy

- 3.4.1 Adjustments and exceptions to this policy provide for other than the standard teaching workload in particular situations. Where adjustments and exceptions result in less than the standard teaching course load, such reduction shall be referred to as “reassigned time.” The following adjustments are current university-wide policy; however, other adjustments and exceptions may exist or be approved according to the bases indicated in the following sections.
- 3.4.2 The cumulative supervision of ten (10) undergraduate students enrolled in one-to-one courses shall count for 3 undergraduate course credits. The cumulative supervision of seven (7) graduate students enrolled in one-to-one courses shall count for 4.5 undergraduate course credits. This formula can be used in determining the faculty member’s course load or may be paid out as an overload if the faculty member prefers. Overload pay may be prorated on a per student basis for one-to-one courses. To be credited, all such one-to-one courses should follow the requirements of the Directed Studies Policy (03.A.17) including requirements for necessary approvals and documentation. Faculty and Department Chair will work together to ensure equitable distribution of one-to-one courses in order to maximize faculty-student contact.

3.4.3 Service as chair of thesis committees is credited with a graduate course release for four thesis committees chaired. Discontinuation of service as thesis committee chair while the thesis is in progress does not contribute to credited workload. Faculty who serve as thesis committee members, do so as part of their regular workload. The Department Chair or designee(s) responsible for thesis distribution will ensure equitable distributions of workload resulting from service on thesis committees.

4. SEE SECTION 3 FOR PROCEDURES

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party (Reviewer): President

Review: Biannually

Signed original on file in Employment Services and Operations

7. POLICY HISTORY

Issue #3: 3/1/86

Issue #4: 1/1/07

Issue #5: 9/1/10

8. REFERENCES

There are no references associated with this policy.