UTM Budget Process

- TA budgets are “automatically” increased for net enrolment increases
- All continuing positions must be approved by the Dean or CAO
- All salary and benefit increases are funded by UTM (except De-reg, research accounts)
- If no changes are submitted by department, the department’s budget will remain the same as previous year but automatically funded for all salary and benefit increases
- Different budgets (e.g. TAs) and different line items (e.g. faculty compensation) have different processes and timelines
- Departments are not expected to cover “unexpected problems”, such as costs related to a TA strike or enrolment increases. There is no relationship between what savings they might have and the costs of unexpected problems. These costs will be funded by UTM, though the approach and amount must be approved by the Dean. Experience over the last 20+ years shows these cases are rare.
UTM Budget Process

1. Faculty (including CLTAs)

- Department requests search
- Dean approves
- Department negotiates compensation package with Dean’s approval
- Department hires
- UTM provides funding to department:
  - Startup (in consultation with VPR)
  - Salary
  - Benefits
  - All increases

Underspending due to faculty on leave is netted with sessional lecturer requests
Upon turnover of faculty, position budget is transferred to the Dean until another search is approved and completed

2. Sessionals (and overload stipends)

- Department submits course changes to Dean
- Dean approves
- Department submits course and instructor list to Budget, Planning and Finance
- UTM provides funding for sessional teaching:
  - Salary
  - Benefits
  - All increases

Underspending is returned to the Dean
New courses and other curriculum changes must proceed through normal governance process though any change with budget implication must be approved by Dean
Addition of sections normally begins with Registrar’s Office request to Department prior to this process
UTM Budget Process

3. TAs

Department receives base budget based on previous year enrolment and current pay rate

Department receives additional budget if actual net enrolment grows

TA budget underspending is returned to the Dean

Dean must approve any change in the approach/calculation of TA allocation per course

4. Administrative Staff

Department requests new positions from the Dean

Dean approves

Once hired, UTM provides funding:
• Salary
• Benefits
• All increases

Underspending is left in the department to use for casual/other ways of completing the related work
UTM Budget Process

5. Priorities Funds ($600k budget in 2016-17)

Department submits request to Dean annually → Dean approves → UTM provides funds

Underspending is considered in subsequent approvals

6. Other budget lines

Department requests additional budget from the Dean → Dean approves → UTM provides funds

Underspending is left in the department
Other budget lines include general expenses (photocopiers, telephones, etc.), undergraduate student education funds, undergraduate student experience funds, departmental research funds, departmental discretionary funds, etc.)