

Academic Budget Office

Old Main 475

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The **Academic Budget Office** (ABO) is responsible for providing administrative direction and coordination of budgets, financial matters, and personnel issues for colleges, departments, programs and activities under the jurisdiction of the Provost. It serves as primary support within Academic Affairs for all financial matters, including budget management, faculty hiring and position control, and expenditure monitoring. It also provides assistance with financial planning, forecasts, analysis and training as needed.

Frequently Asked Questions:

What are my responsibilities as Financial Manager?

A policy has been established that clearly defines what Financial Managers are responsible for. It can be viewed at <http://www.wvu.edu/upb/selectpp.shtml>.

What are Academic Fees and what is the process for creating them?

Commonly called course and lab fees, these fees are attached to specific courses for different types of materials and equipment used in the classroom. There are also Service fees and Department Service fees. All are addressed in policies located at <http://www.wvu.edu/upb/selectpp.shtml> where the procedures for requesting fees can also be seen. Requests for new fees and changes to fees are generally due to ABO in January for the coming year.

How do I get funding for Non-Tenure Track Faculty?

Funding requests for Non-Tenure Track Faculty are generally due to Provost in December or January. This is a college process that is forwarded to us via the Dean's offices. Please check with the Dean's Assistant of your college for specifics.

What do I do if a faculty member is sick for more than a few days and classes need to be covered?

Under certain circumstances, funding is available to hire non-tenure track faculty when a tenured/tenure track faculty member is ill. This generally happens when the majority of the quarter sections remain to be taught. Discussion should take place with the Dean's Office. They will request funding from the sick leave pool if warranted.

What if a faculty member wants to take a leave without pay for professional purposes but is hesitant to do so because of loss of benefits?

Educational Leave without pay – with benefits – is available under certain circumstances. The faculty member would still have to work for one day per month. Discussion should take place with the Dean's Office. They must approve all leaves prior to submission to the Provost Office.

What can New Faculty Start Up funds be used for and how much time does a new faculty member have to use these funds?

Requests for new faculty start-up funds must be requested and approved along with the offer letter. A form is available which should lay out actual items requested and amounts. These funds may only be used for equipment and supplies. Travel is not allowed nor is furniture or clothing. Funds must be expended within three years of hire. Exceptions can be made under extenuating circumstances. High demand funding covers its own start-up costs.

Are funds available for bringing candidates to town for tenure track position interviews?

The Provost will provide up to \$3,000 for documented expenses associated with tenure/tenure track searches. Only one search per position per year ~~only~~ is covered by these funds. High demand funding covers its own recruitment costs.

How are Chair Stipends determined?

The number of base tenured/tenure track FTEF in the department determines the annual chair stipend. These stipends are paid at end of each quarter by base funds in department. They are paid at end of summer quarter by Provost.

How are overloads approved?

Overloads are allowed in exceptional situations. They must be approved in advance by the dean and the Provost. Compensation will be paid as a lump sum at the end of the quarter in which overage occurred. This applies to all ranks.

Are additional signatures required for expenditures over \$1,000?

Yes, after these are signed off by the initiator and the Financial Manager, they should then be routed to the ABO. This is regardless of the source of funds. Purchasing will return them if they do not have our signature on them. We will forward to Purchasing when we have signed them. **NOTE.** During periods of financial pressure, a partial freeze may be in place. Should this occur, all expenditures over \$5,000 must be signed off by the Dean's Office prior to submission to the ABO. You may also be directed to use non-state funds in this instance.

Can I just send my Travel Authorization Form request forms to the Travel Office?

No, these must come through the Provost E-Sign for signature first. The address is Provost.esign@wwu.edu. **NOTE.** During periods of financial pressure a partial freeze may be in place. Should this occur, all travel must be signed off by the Dean's Office prior to submission to the ABO. You may also be directed to use non-state funds in this instance.

Can I just send my Faculty Personnel Action Forms to Human Resources?

No, these must come through the Provost E-Sign for review and signature first. The address is Provost.esign@wwu.edu. In some instances, these should be reviewed by your Dean's Office first. Please check with them for the proper protocol in your college.

What are Coffee and Light Refreshment Forms?

These forms are used for official meetings where food and beverage are to be served. State funds are restricted to per diem rates on these forms. They are completed and forward to Provost.esign@wwu.edu. We will approve and lock them. They are then returned to you as complete. They must accompany the PO when paying for the food service. This is regardless of the source of funds.

Is training available for reading Banner reports?

Yes. Both Accounting Services and Human Resources offers training on a variety of systems and reports. For HR Related reports, Vic Kiel is the Manager and can be reached at 7418. For Financial Related reports, Diane Fuller at 4002 can assist you. If you just have a question, please don't hesitate to call Ichi Pencil in our office at 6837.

Who can I call if I don't know what the question is I need to ask?

Give us a holler. We're all here to help – or at least point you in the right direction

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