

THE UNIVERSITY OF CALIFORNIA, RIVERSIDE
FINANCIAL PLANNING AND ANALYSIS
THE ROLE OF FINANCIAL PLANNING AND ANALYSIS IN THE ESTABLISHMENT AND
FINANCIAL MANAGEMENT OF SELF-SUPPORTING GRADUATE PROFESSIONAL
DEGREE PROGRAMS
Effective 3/21/2022

INTRODUCTION

This policy details the role of the Office of Financial Planning and Analysis (FP&A) in the establishment and financial management of all existing and newly approved self-supporting graduate professional degree programs.

The Academic Senate and academic units have primary responsibility in the establishment and management of self-supporting graduate professional degree (SSGPD) programs, FP&A will provide critical financial direction, analyses and support throughout the life cycle of these programs, including regular evaluations to assure the programs are in fact operating on a self-supporting basis and not being subsidized by core resources. This policy is meant to provide a clear outline of the role of FP&A in these programs. Clear guidelines for FP&A's involvement and demarcation of duties will provide greater transparency surrounding these programs to the Academic Senate, Graduate Division, Deans, Chief Financial and Administrative Officers (CFAO), faculty and the general campus.

THE POLICY

ESTABLISHMENT OF SELF-SUPPORTING GRADUATE PROFESSIONAL DEGREE PROGRAMS

Consistent with the requirements of the system-wide CCGA handbook ([UC policy link](#)), during the Academic Senate review process, all proposals for new self-supporting graduate professional degree (SSGPD) programs must provide a detailed cost analysis to FP&A which ensures that SSGPD charges are based on a full and accurate assessment of program costs which includes all associated program costs in addition to campus overhead costs. Based on this analysis, FP&A will provide a recommendation on the financial viability of the proposed program to the Academic Senate. The Academic Senate will provide stakeholders an opportunity to review and comment on FP&A's analysis as part of Senate review of the SSGPD proposal.

APPROVAL OF CHARGES

Once a SSGPD program has been approved, FP&A will be the primary liaison between the academic unit and UCOP for financial matters, and will work annually with academic units for approvals of charges related to the SSGPD programs. Note: Per UCOP policy, charges are funds paid by students to attend SSGPD programs. The charges may include approved compulsory campus-based student fees, Course Materials, and Services Fees (CMSF). Although students in SSGPD programs may be required to pay compulsory campus-based student fees and CMSF, these fees are for restricted purposes and may not be used to support the SSGPD program.

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At the end of each calendar year, UCOP will provide the Administrator of FP&A the SSGPD fee proposal templates. FP&A will reach out to campus units to complete these templates for their respective programs. These templates include:

- Program Approval Status
- Cost Analysis
- Description and Summary Table
- Current and Proposed Student Charges
- Consultation Survey

FP&A will establish a timeline for submission from campus units. Following analysis of submitted materials, FP&A will draft a cover letter from the Chancellor to the President requesting approval of student charges for the upcoming year and will submit the letter as well as completed templates to UCOP in March of each year.

ANNUAL FTE REPORTING

Each summer UCOP will provide FP&A a template tracking the FTE counts and salaries associated with SSGPD faculty. The intent of this report is to ensure that faculty teaching SSGPD courses are not fully compensated on core funds (tuition/state general funds) and the programs are indeed self-supporting. FP&A will work with academic units to complete the template for each SSGPD program and then submit to UCOP each fall. A copy of the completed template will also be provided to the Academic Senate.

CAMPUS ASSESSMENT OF SELF-SUPPORTING GRADUATE PROFESSIONAL DEGREE PROGRAMS

FP&A will also be responsible for the administration of the campus assessment to all SSGPD programs. The campus assessment will follow the model of other campus overhead assessments and would generally range between 10% and 15% depending on the SSGPD program's expenditure base from two years prior. The assessment funding collected will be allocated to help assure that campus secondary support services receive a portion of funding needed to maintain campus infrastructure as students within SSGPD programs utilize courses, infrastructure and services funded by general funds.

During the degree program proposal phase, FP&A will provide the Academic Senate with financial projections of the assessments in relation to the program revenue as well as expected uses and allocations for collected revenue. Note: FP&A will evaluate and propose a transition plan for SSGPD programs that were in place prior to the approval of this policy to limit any major changes in charges.

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FP&A will collect the revenue from assessments to SSGPD programs, and manage the assessment allocations to campus units directly impacted by SSGPD programs size and the relative cost of services. Campus assessment revenue will be used to provide funding to the following programs:



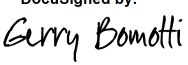
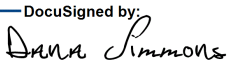
- Administrative Cost Recovery
- UCOP Funding Assessment
- Graduate Division
- Academic Senate

This list will be reviewed periodically and modified as necessary.

Once a SSGPD program has been approved and is operationalized, FP&A will be responsible for annually applying the campus assessment to each program. FP&A will work with the CFAO of the academic unit to complete the financial transaction.

FP&A will provide annual reports of assessment revenue and allocations to the Academic Senate Committee on Planning and Budget, along with results from FP&A reviews of individual programs to verify they continue to meet the requirement for self-supporting. Additionally, FP&A will coordinate with the CFAO of the academic unit to collate annual reports on the use of the SSGPD program revenue and present them to the Academic Senate no later than December 1st.

Approved By:

<p>DocuSigned by:  9EC26FEF84464BF...</p> <p>Kim A. Wilcox Chancellor</p>	<p>3/24/2022 10:38 AM PDT</p> <p>_____</p> <p>Date</p>
<p>DocuSigned by:  34DE04C27EAD4C0...</p> <p>Elizabeth Watkins Provost and Executive Vice Chancellor</p>	<p>3/23/2022 3:43 PM PDT</p> <p>_____</p> <p>Date</p>
<p>DocuSigned by:  CECE9272705142F...</p> <p>Gerard J. Bomotti Vice Chancellor for Planning and Budget</p>	<p>3/23/2022 10:28 AM PDT</p> <p>_____</p> <p>Date</p>
<p>DocuSigned by:  5296DEAB2E4E48B...</p> <p>Dana Simmons Chair, Academic Senate Committee on Planning and Budget</p>	<p>3/23/2022 10:19 AM PDT</p> <p>_____</p> <p>Date</p>