

December 10, 2007

TO: GSE&IS Faculty

FR: Aimée Dorr, Dean

RE: Faculty Resource Accounts – annual dissemination of policy

Since 1995, the Dean of the Graduate School of Education & Information Studies (GSE&IS) has provided special added support to faculty in two ways, through the establishment of a flexible spending account intended to support research and professional development, the *Faculty Resource Account* (FRA) program, and through access to goods and services provided through a *common good* budget. In an effort to ensure that new members of GSE&IS are informed and current members are reminded about the policies and practices for using these resources, I am starting what is intended to be an annual information dissemination about the Faculty Resource Account and the common good budget.

This memo is designed to raise awareness about the purpose and priorities that led GSE&IS to create the FRA program and to remind users of our efforts to effectively manage this important resource. Common good is covered in a separate memo.

### Background

The FRA program was established in 1995 on an experimental basis for one year to address faculty needs and expenses associated in large part with research and to support professional development. The impetus for establishing the FRA program was not to limit utilization of resources, but rather to create a mechanism that would make resources as broadly accessible to faculty as possible. In fact, it was a much more generous policy than what had been in place. The FRA is no longer an experiment. Over time it has proven to be an effective financial tool that is well aligned with our budgeting process. Moreover, the success of the program can be measured by faculty satisfaction and adherence to the spending guidelines.

### Overview of the FRA Program

The goals of the Faculty Resource Account program are the following:

- Expand the definition of available resources used to support research-related activities and professional development and provide access to funds to enhance those activities when such expenses are deemed unallowable on contracts or grants but allowable by UCLA
- Design a spending environment that addresses the individual research and professional development needs of faculty and facilitates decision-making and purchasing of goods and services at the best price.

The standard practice has been and continues to be that funding obtained for research and development work includes a budget to cover all allowable expenses, including those that might otherwise be covered by the FRA. In those cases where an expense falls outside of the funding agency's guidelines and is allowable on UCLA funds, FRA can be very helpful. Additionally, the FRA provides resources to seed some research and to support faculty who do research that is typically not supported by an outside contract or grant. Under the FRA program, faculty are assigned "checking accounts" in varying amounts, depending on their appointment title and percent. The accounts are for individual use and permit them to essentially determine their priorities and expend FRA funds accordingly. There are spending guidelines that were developed by GSE&IS faculty and administrative leaders to ensure the funds are spent as intended. In addition to the research purposes described above, some faculty use funds to augment research equipment, hire student workers, attend conferences, and the like. The allocation of GSE&IS funds to individual FRAs is targeted to meet these needs, at the discretion of the faculty member.

Eligibility for the FRA

The FRA provides flexible financial support to tenured professors, assistant professors, emeriti on recall (teaching and/or funded research), and those professional teaching appointees who have a significant, long-term commitment to a degree granting program in either of the two GSE&IS departments. The annual FRA amount was originally based on the concept of a "share" with tenured ladder faculty receiving one share. To help assistant professors as they begin their professional careers in the University on the way to tenure, they receive more than a share each year. Other academic appointees (e.g., adjunct professors, TEP faculty advisors) involved with our degree-granting programs but without the research demands of ladder faculty receive less than a share each year and it may be prorated for those with less than full-time teaching responsibilities. The details are presented in the following table. Anyone who wishes to make a special request for an FRA should send the GSE&IS Dean a written request.

<b>Position in Education or Information Studies</b>	<b>Annual FRA Amount</b>	<b>FRA Share</b>
Tenured Professors	\$1,800	1.00
Assistant Professors	\$3,000	1.66
Emeriti on Recall Status*	\$900	.50
Other Professional Teaching Appointees*	\$900	.50
*Amount may be adjusted proportionate to appointment percentage		

Spending Guidelines

Spending guidelines reflect the goals of the Faculty Resource Account program and the policies of the University. They are the same as in 1995 with the exception of an update to deal with current technology and communication. The first FRA policy was written at a time when there was lower demand, usage, and sophistication in support of remote communications. Recognizing the rapidly changing work environment and acknowledging that we increasingly

rely on the latest communication tools to do our work, we are updating guidance for the appropriate use of FRA support for the purchase of such tools. Following current UCLA policy, devices that aid remote communication (e.g., cell phones, PDAs, smartphones/laptops/iPhones with internet access linked to a GSE&IS email account) may be purchased with FRA funds if there is a work purpose for the tool and the purchase is made with the goal of achieving greater efficiency. Monthly or annual service contracts that support these tools may not be charged to individual FRAs. Please be aware that the University is currently examining this policy and may change it significantly in the near future. If so, you will be informed of the change and any changes you may need to make in your use of remote communication devices purchased via the FRA.

As with all equipment purchased with University funds, portable communication devices (examples above) purchased with an FRA account are the property of the university and must remain at GSE&IS should the status of the owner change (e.g., transfer to another department, School, or university; retirement). If you wish to purchase a remote communication device using FRA funds, the Business Office will provide a form “Guidelines for Purchase and Use of Cellular Phones and Other Portable Electronic Resources” that you will need to complete. The form corresponds to UC Business & Finance policy G-46 and states your intention to use the equipment for business purposes. You are strongly encouraged to review the information from the Business Office prior to using any FRA funds to purchase a remote communication device.

The FRA spending guidelines and examples of ways faculty may utilize their funds follow. Note that all the expenditures listed below (e.g., telephone toll, photocopying, GSRs, refreshments) should be charged to contract and grant funds when they are incurred as part of the funded project.

- Special orders for supplies (e.g., pens or equipment not provided at the time of recruitment or as a Common Good; purchase of research-related items or services considered unallowable on contract and grant budgets but allowable with UCLA funds)
- Telephone toll and long distance charges
- Photocopying beyond the 12,000 copies per fiscal year provided as a Common Good
- Express mail; frequent use of messenger and delivery services; special handling of incoming or outgoing FAX documents
- Hiring of student workers and GSRs
- Travel to conferences or research meetings
- Discretionary purchasing or moving of furniture or deliveries (moves at the request of the Dean are covered as part of Common Good)
- Direct expenses (e.g., venue rental, refreshments) when there is a direct business purpose such as a research meeting; meals are not covered unless there is a clear reason for conducting business over a meal; alcohol is never covered by the FRA
- Remote communication devices (including laptops) when purchased with FRA funds are the property of the University and users will be asked to complete UC Business

Policy Form G-46 that certifies the device(s) will be used for university business purposes.

### Management of FRA Funds

- Faculty Resource Accounts will be coded to allow for tracking by individual faculty member.
- Reports will be run every other month and provided to each faculty member.
- The Business Office will be responsible for informing the Dean if a faculty member has overspent. Negative balances will be carried forward to the next year.
- Positive balances of less than \$1,000 will be carried forward on July 1 of each new fiscal year. Balances of \$1,000 or more may be carried forward upon approval of the Dean also on July 1 of the new fiscal year.
- The program extends only to those faculty listed in the “Share designations”.