



Graduate School of Education & Information Studies
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June 5, 2008

TO: GSE&IS Faculty

FR: Dean Aimée Dorr

RE: Common Good 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 a *common good* budget. I am writing to inform new members of the GSE&IS community, and update continuing faculty and staff, of our policies and practices related to the use of common good. My goal is to raise awareness about the purpose and priorities that led us to create a common good environment and to remind users of our efforts to effectively manage this important resource. Our intention is to keep the policy up-to-date and disseminate it to faculty and staff on an annual basis. A separate document was distributed earlier this year (December 9, 2007 email) on the FRA program guidelines.

The common good budget provides fundamental support upon which faculty are able to rely to fulfill their mission of teaching, research, and community service. The common good was created to provide:

- access for faculty to resources to enhance the instructional component of the GSE&IS mission
- assistance to faculty with the purchase of certain equipment, supplies, and services at the best prices. (Buying decisions are made by experienced staff in the Support Services Unit and, as needed, with the consultation of ETU personnel and other faculty. University purchasing guidelines are strictly followed.)
- assistance to faculty with expenses associated with university administrative functions that support teaching and service and are a part of the "cost of faculty doing business" at UCLA and are not provided by other fund sources (i.e., grants, gifts, self-supporting programs, or revenue generating accounts).

Common good is available to faculty while they maintain a regular appointment in GSE&IS and does not apply at time of transfer, leave, or retirement.

What are the goods & services that are provided under common good?

- Office supplies (those considered routine and kept in stock)
- Telephone line & instrument charges for a faculty member's one office only
- Office furniture (desk, task chair, file cabinet, bookcase, and guest chair) is provided from available inventory maintained in the Support Services Unit. Requests for furniture to meet special needs will be addressed on a case-by-case basis. Where appropriate, cost-sharing will be considered.
- Photocopying:
 - (1) Instructional copying provided through Divisional Administrative Assistants or IS Department Assistant in support of teaching; and
 - (2) Up to 12,000 copies per fiscal year (see Addendum to Common Good Policy - dated Dec 2000)
- Mailing (campus and U.S. mail), mail handling, limited messenger delivery & receiving. Frequent use of special mail or messenger/delivery services will be considered exceptional and faculty will be asked for a recharge ID.
- Regular handling of incoming FAX documents and outgoing FAX's.
- Moving of furniture when associated with the Dean's decisions related to space planning
- Minor repairs and refreshed paint, if necessary, will be completed at the time of a move that is made as a result of a Dean's decision related to space planning
- Moving of basic office furniture (a bookshelf, a filing cabinet, a desk)
- Storage – off-campus storage for a period of two years. After two years, materials will be handled as follows: (1) faculty will be asked for a recharge ID, such as an FRA account or extramural funds, to pay for additional storage time; (2) at owner's request, materials will be given to the owner for disposal or storage elsewhere; or (3) at owner's request, materials will be destroyed or discarded directly from the storage facility.

Please note that all of the above items, when done in support of an extramurally funded project or a self-supporting program, must be charged to the project. It is UCLA policy and practice that equipment and other items acquired with extramural funds become the property of UCLA.

LECTURERS: All instruction-related expenses are covered by the common good account. Additional funds may be allocated at the Department Chair's discretion.

Please let me know if you have any questions about the use and management of the common good budget.

cc: Rosemary Chavoya, Assistant Dean for Administration
 Rory Constancio, Chief Financial Officer
 Anne Gilliland, Chair, Information Studies Department
 Sandra Graham, Chair, Education Department

Addendum to Common Good Policy

Policy Limiting Copying as a Common Good December 6, 2000

In December 1995, Dean Ted Mitchell in consultation with the faculty established that some resources (e.g., photocopying, telephone line and instrument charges, U.S. and campus mailing) that had been funded centrally would continue to be funded centrally and other resources (e.g., toll and long distance telephone calls, express mail, outgoing faxes) would be paid for by faculty who used the resource. Faculty would be given a set amount of money each year, a faculty resource account, from which use of these resources could be funded. Project and research copying was to be supported by the faculty member's relevant contract or grant.

Last year the two department chairs learned that copy costs varied widely across faculty. An examination of 1998-99 common good copying for Education and Information Studies faculty, other academic personnel, administrative staff, and divisional (for Education) and departmental (for Information Studies) copying indicated wide disparities in use. Some seemed excessive. For example, one faculty member made 192,000 copies as a common good; one Education division made 140,000. On the other end, about 15 faculty made no copies as a common good; one Education division made 27,000.

Discussion with several faculty with higher numbers of common good copies and with divisional and departmental AAs and other staff indicated that people may not have been as careful as they should in assuring that project copying was done on the appropriate charge number and that copying charged as a common good was for acceptable purposes. In an effort to lodge copying costs where they should be and to curtail the costs of common good copying, Dean Dorr, Chair McDonough, and then-Chair Cloonan, after consultation with CAO Tyler and CFO Miranda, developed a proposed policy for photocopying. The proposed policy was then discussed with the Faculty Executive Committee and at an All Staff Quarterly meeting and revised. The final policy is below.

Policy. In one fiscal year (July 1 through June 30), each faculty member may charge up to 12,000 copies (for appropriate activities) to the common good. All copying for research and other projects should be charged to those funding sources supporting the individual projects, not as a common good. Sales and service activities are self-supporting activities, and therefore, these activities, and not the common good, should fund their copy expenses. Course-related copying should be charged to the division or academic program in Education and to the department in Information Studies. Faculty, and other project directors, are responsible for instructing GSRs, TAs, other students, and other staff about the appropriate charge code for any copying. Faculty who exceed the annual limit of 12,000 copies will have the costs of the additional copies deducted from their Faculty Resource Account.

In implementing the policy, particular attention needs to be given to research-related copying. Research-related copying is an allowable cost if the line item is identified in the budget proposal. Every contract and grant proposal should include such a line item. A copy code will be assigned to each new contract or grant award for the term of the award. Project copying should be on this code; copying expenses will then be directly charged to the project. The cost of copying contract and grant proposals may not be charged to an existing project. Required copying of contract and grant proposals will be accomplished by the Business Office.

In addition to those with faculty resource accounts, to whom this policy is addressed, other academic personnel, administrative staff, and divisional and departmental staff who make common good copies will each receive an annual upper limit. These limits will be set after further consideration of copying history and purposes for these people and units.