



**Elements of College Tuition Allocation**  
**12/22/2016 rev. 3/18/2022**

Purpose:

Teaching by the core faculty of tenure-track professors has defined the central mission of the University since its founding. Our goal is to align enrollments (and the revenue derived therefrom) with research and related intellectual values. The College tuition allocation program is designed to help sustain the University's intellectual values by offering financial incentives for the Graduate schools and divisions to provide their faculty to teach at the undergraduate level.

Foundational Principles:

- The College, together with the divisional deans, are responsible for upholding the University's academic standards and pedagogical priorities as well as for monitoring the quality of the educational experience of undergraduates.
- To coordinate undergraduate education across the divisions and monitor its quality, the College will reconstitute the College Curriculum Committee (composed of faculty representatives of the five Collegiate divisions nominated by the Collegiate masters and divisional deans). It will be tasked with reviewing significant changes to the requirements of majors and minors, proposals for new majors, minors, and other significant changes to the curriculum.
- Based on the understanding that tenure and tenure-track faculty are teaching College students by virtue of their appointments in the Faculty of the College, College tuition allocation credited to the divisions and schools is designed to offset faculty compensation in the fiscal year the allocation is made.
- In the long term, programmatic and budgetary structures should align, e.g., lecturers and graduate students should be appointed in the divisions/schools that house the programs in which they teach. To achieve that goal, the College will, in collaboration with the divisions/schools, conduct a review of the relevant programs/departments to ensure that the relocation of lecturers does not have any adverse effects on programs and teaching.
- Any decisions about faculty teaching specific courses are made at the division/school level. The deans of the divisions/schools should work directly with the College on this issue.
- Faculty members should work with the chair of their department or, in cases of faculty appointed in the schools, with the relevant academic dean, in planning their teaching activities for a given academic year.
- College tuition allocation will be an adaptive process, subject to changes designed to ensure the quality of undergraduate education.

- Any changes to the tuition allocation model shall be codified to the fullest extent possible according to formulas and rules derived from clear and consistent principles, and data sourced from systems of record.
- All major changes must be vetted and approved in writing by the Provost's Office to ensure budgetary availability and must occur before the College catalogue is finalized for a given academic year.

### Functional Principles

- Net College tuition is gross tuition less unrestricted financial aid for Autumn, Winter, and Spring quarters.
- The total allocatable amount for each fiscal year is determined by the estimated net College tuition less necessary support costs as calculated no later than the end of Autumn Quarter.
- Each division/school will be allocated a portion of the total allocatable amount ("College tuition allocation") based on their share of undergraduate course enrollments, majors, and minors.
- The dollar value ratio applied to undergraduate course enrollments, majors, and minors is approximately 1:4:2, respectively.
- College tuition allocation goes to the division or school who pays the instructor (this is generally, but not always, the same division or school as that within which the course at issue is primarily listed). College tuition allocation shall not go to any other University unit, including any centers or institutes. For purposes of this document, the Urban Education Institute shall be considered in the same way as a division or school.
- The College tuition allocation can only be spent on undergraduate education. The College tuition allocation cannot be distributed to other units for any other purposes. Further, College tuition allocation cannot be carried over from one fiscal year to the next.
- Allowable funds for College teaching include equipment and supplies for laboratory courses. The College will pay for such equipment within reason if its primary purpose is to support undergraduate education.
- The College will not receive College tuition allocation for any College-paid lecturers or Harper-Schmidt Fellows. Those instructors will be funded through the College's annual budget. The following notes/exceptions apply to this principle:
  - For Economics OAAs: 100% of the College tuition allocation earned by College-employed OAAs in undergraduate-level Economics courses will be allocated to SSD rather than the College. The College will pay half of the lecturer's salary; SSD will pay the other half of their salary.
  - The few lecturers in PSD paid by the College will move to PSD for FY18 onward.
- College tuition allocation amounts can only be transferred to divisions/schools, not directly to individual faculty or departments, nor to centers, institutes, or administrative units.
- Major tuition allocation will be based on the number of graduating majors of the current fiscal year as determined by the "Degrees Awarded" dashboard in SIA.

- Minor tuition allocation will be based on the number of graduating minors of the current fiscal year as determined by the “Degrees Awarded” dashboard in SIA.
- Divisions and schools will NOT incur a space cost for teaching in any classroom on the Registrar scheduling system. The College will incur all classroom space costs as part of its annual budget.

Eligibility Criteria:

- For a course to be eligible for College tuition allocation, they must meet all of the following criteria:
  - It must be an Autumn, Winter, or Spring quarter course.
  - The course must be listed as “Credit” or “Variable Credit” in SIA.
  - The course must have Academic Progress Units of greater than 0.
  - The course must have a Class Type Code of “E” in SIA.
  - The course must have an eligible instructor (as defined later in this document).
  - The course must have at least one undergraduate student enrolled once add/drop is completed for the quarter.
- For an instructor (non-student) to be eligible for College tuition allocation, they must meet all of the following criteria:
  - WorkDay must reflect a current job with dates that include one or more days within the academic quarter.
  - WorkDay must reflect a current appointment with dates that include one or more days within the academic quarter.
  - WorkDay must reflect current costing allocations (not default) with dates that include one or more days within the academic quarter.
  - The current job, appointment, and costing allocations must be attached to the same UChicagoID and PositionID in WorkDay.
  - The costing allocations in WorkDay must accurately reflect that the compensation for the instructor is being paid by an academic division/school.
  - SIA must include the instructor’s UChicagoID.
  - SIA must show their role as Primary Instructor, Instructor, or Lecturer.
  - SIA must show them as an Instructor of Record.
- Eligibility for College tuition allocation when graduate students serve as lecturers will be determined as follows:
  - Master’s level students are not eligible instructors for these purposes.
  - Graduate student instructors from the Social Sciences Division, Humanities Division, Divinity School, and School of Social Services Administration:
    - Student instructors funded through the new Ph.D. funding model (whether a newly enrolled student, previous GAI funded student who’s opted in, or all remaining GAI funded students in FY23 and later) will not be eligible instructors for the purpose of College tuition allocation as their financial aid funding is provided from the center.
  - Graduate student instructors from all other divisions will be eligible for College tuition allocation provided they have an active job for the quarter in WorkDay the

same as a non-student instructor. Student instructors will not be required to have an appointment or costing allocations in WorkDay in order to be eligible for College tuition allocation; their Academic Program as reflected in SIA will take the place of those data points.

- As is currently the policy (excluding PSD), TAs will be authorized by the masters of the relevant Collegiate division, working in collaboration with the department or school that is offering a particular course. TAs and other academic support staff (e.g., preceptors) are not eligible instructors for the purpose of College tuition allocation.

#### Special Cases:

- Spousal hires: As a general principle, if a division or school funds the line for another division or school to hire a faculty member, the tuition allocation follows the unit funding the position. Units are always free to make deals that are specific to each case and that supersede this principle.
- In the case of inter-divisional majors and minors (e.g., Jewish Studies), the major/minor allocation will be divided equally between the units managing the major or minor, unless the units submit to the Budget Office an agreement signed by the relevant deans specifying an alternate division.
- Courses co-taught across two or more divisions and/or schools will receive 150% tuition, with each unit receiving their proportion of the allocation depending on the number of instructors each school or division provides.
- If the Marine Biological Laboratory uses faculty fully funded by a division or school (e.g., SSD) to teach a course, the College tuition allocation for the course will go to the division or school that funds the faculty member (in this case, SSD).
- Deans and Vice Provosts who are paid by central or administrative units but teach courses in their area of expertise are not eligible for College tuition allocation.
- College tuition allocation for TTIC instructors will be credited to PSD without current costing allocations in WorkDay, provided the instructor meets the other eligibility criteria.
- If a faculty member is paid solely by one division or school but has a joint appointment (with voting rights) in another division or school and does some or all of their teaching in this other division or school, then the paying division or school gets 100% of the tuition allocation due to enrollments and the division or school in which the teaching is conducted (i.e., where the course is primarily listed) receives an extra 50%. All instances in which this special case applies must be vetted by the Provost's Office.
- Allocations for otherwise eligible instructors whose compensation is being paid by more than one eligible unit will be automatically allocated to the unit paying the majority of that instructor's compensation as determined by the Costing Allocations in WorkDay.
- Instructors whose compensation is split evenly between two eligible units will not be automatically allocated to either unit until the Budget Office receives a written agreement (email, MOU, etc.), cosigned by the Dean/Associate Dean for each unit, stating which unit should receive the allocation. The College is not an eligible unit for these purposes.

- In cases where, outside the unit's control, data errors exist that prevent an allocation from being transacted in the same quarter the course is taught, units may request the course be reconsidered for allocation in a future quarter within the same fiscal year. These requests will be evaluated by the Budget Office on a case-by-case basis.
- Any other exceptions to the principles must be submitted annually to the Budget Office for approval by the Office of the Provost.

College Innovation Funds:

To enable curricular and programmatic innovation \$3 million of the College's necessary support costs will be used for a Curricular Innovation Fund.

Of the above amount, eighty percent will get allocated by a transparent and open bidding process on an annual basis to encourage curricular improvements within existing departmental majors in which divisions and departments can compete (the assumption being that in any given year each division would 'earn' a fair share of the 80% by putting forth proposals for curricular improvements). The remaining 20% is a discretionary fund for the Dean of the College and the Collegiate Masters to jumpstart new curricular experiments in the Core and other interdisciplinary programs.

College Funding to Divisions and Schools:

Additional allocations will be funded by the revenue that the College has earned through its own course enrollments. These additional allocations are generated by credits applied to a division or school's course enrollments and major numbers and are designed to reflect and improve the qualitative dimensions of undergraduate teaching.

1. Additional allocation for each junior or senior paper completed as part of a major degree program. Only one additional allocation per student per major. Students should register for a course with a name like "BA Thesis" or "Senior/Junior Paper" (usually 29900 or 29800) as appropriate for at least one quarter. Electronic copies of all such papers are to be submitted to the relevant Collegiate Master's office. The allocation for this metric will be determined using the "Milestones" dashboard in SIA and only papers completed in the current fiscal year will be eligible for allocation. +2

2. Additional allocation per student in small courses:

Enrollments 4–19: +0.5

Enrollments 20–51: –0.25 (*to phase out the bonus without a sharp drop off in funding*)

Enrollments 1–3 and 52 and higher: 0

3. Additional allocation per student in courses taught by tenure or tenure-track faculty:

Tenure-track faculty taught courses with enrollments 4 and higher: +0.1 (applies to the 4<sup>th</sup> student and beyond).

Tenured faculty taught courses with enrollments 4 and higher: +0.2 (applies to the 4<sup>th</sup> student and beyond).

4. Additional allocation per student in lab courses which require the use of costly wet/dry lab space paid for by the unit. The Office of the Provost, in consultation with the Budget Office and the divisions/school, determines which courses are eligible for this metric. +0.3

5. For classes containing both undergraduate and graduate students, regardless of the number(s) for the class, the additional allocation is calculated as follows. First, calculate the additional allocation that would result if all the students in the class were undergraduates (that is, applying rules 1-4). Then, multiply this allocation by the fraction of students in the class who are undergraduates.

Note: Credits 2, 3 and 4 can be combined.

### Necessary Support Costs

The educational experience of College students goes beyond their time in the classroom. To enhance the educational experiences of College students, the University must financially support other areas to ensure a consistent and rewarding experience by College students. Some support costs will be transferred to the relevant units, others will be held centrally to offset budget authority.

- Support costs should be used to support, at a minimum:
  - College operations
  - College teaching & classroom expenses
  - IT Services for College students
  - College Innovation funds
  - College student housing & dining space costs
  - Registrar & Bursar's offices
  - Student wellness and mental health center usage by College students
  - A pro rata share of Library costs
  - Enrollment & Student Advancement
  - Any other temporary or permanent costs associated with supporting College students
- Necessary support costs are expected to change from year to year, based on the changing needs of College students.

Note:

The preceding guidelines do not change the current University Statutes concerning joint faculty appointments between the College and the divisions or schools. Tenure Track faculty members will continue to be appointed and renewed jointly by both units. Faculty members teach College students by virtue of their appointment in the Faculty of the College, and they teach graduate or professional students by virtue of their appointment in the Faculty of a division or a school. Procedures for evaluating new faculty appointments and for the renewal or promotion of current faculty members remain unchanged from those currently authorized by the Statutes.