

The Instructional Reserve Process (Revised 1.28.20) will remain in effect through August 31, 2021. On September 1, 2021, UTA will move to a new budget model and the Instructional Reserve Process will end. The Provost Office will sweep back the funds from vacant positions that ended on or before August 31, 2021, and return 50% of the funds to the college IR cost centers.

Beginning FY22, when positions become vacant in the departments, at the end of the fiscal year the vacant position and all attributes and funding will be moved from the academic department cost centers to the Instructional Reserve (IR) cost center in the college. This will be done through the PBCS process or in September each year. Any vacant position that occurs after PBCS but before the end of the fiscal year will be moved in September by the colleges from the department cost centers to the college cost center.

Notification of Approved Faculty Hires

Each year, the colleges will continue to send hiring requests to the Provost for approval. The Provost will provide the colleges with a letter stating their approved hiring requests. The faculty positions will be funded by the colleges.

For any carry-over positions that have been promised, the Provost Office (Holly Zander) is holding those funds earmarked for your college. Once the hire is made, the funds will be transferred.

Reporting Faculty Terminations

Departments/colleges will continue to provide the Provost Office with letters of termination of faculty approved by the Dean.

Annual Reconciliation Spreadsheet

At the end of the annual operating budget cycle, a copy of the excel spreadsheet will be saved to PBCS for historical reference.

eForms

All changes related to this process require the completion of eForms in UTShare. The changes processed in PBCS do not change the position data in UTShare.

Questions

All questions are to be directed to the Academic Resource Planning department (Holly Zander). Budget Resources will not be responding to questions about this process.