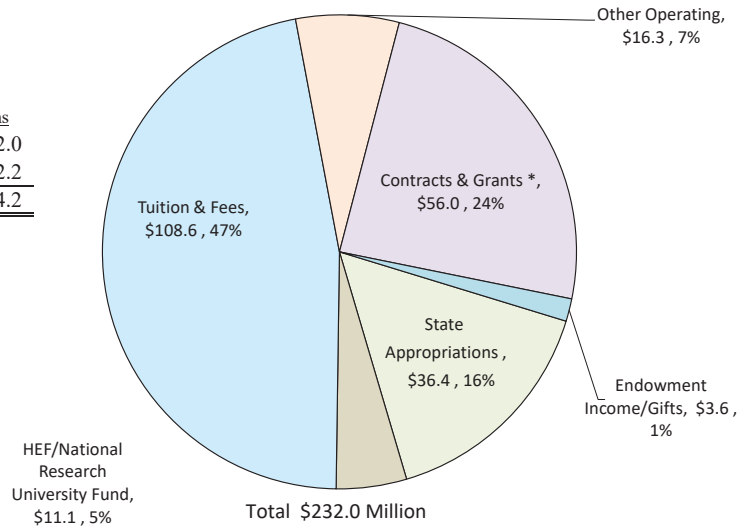


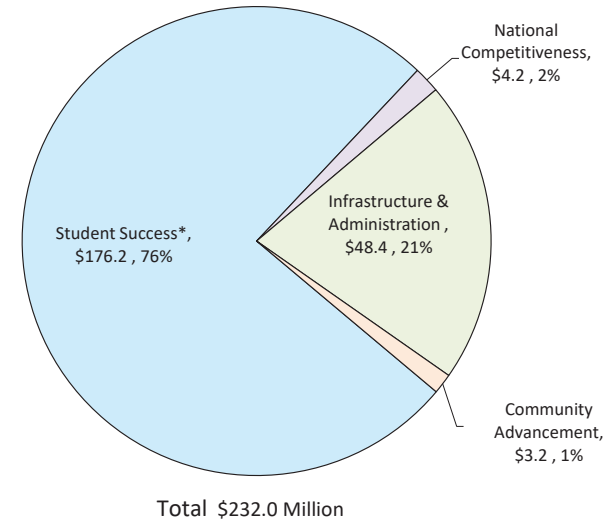
University of Houston Downtown Budget

FY2025

Operating Budget Source of Funds



Operating Budget Use of Funds



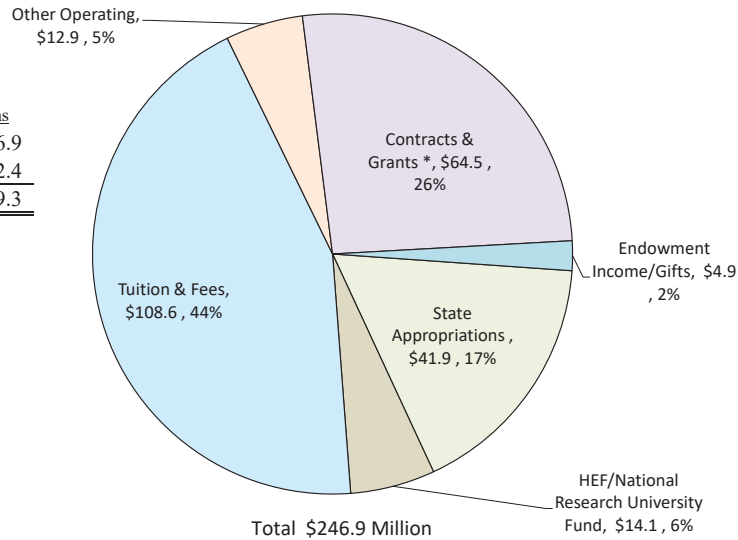
Total Budget

	\$ Millions
Operating Budget	\$ 232.0
Capital Facilities	2.2
Total	\$ 234.2

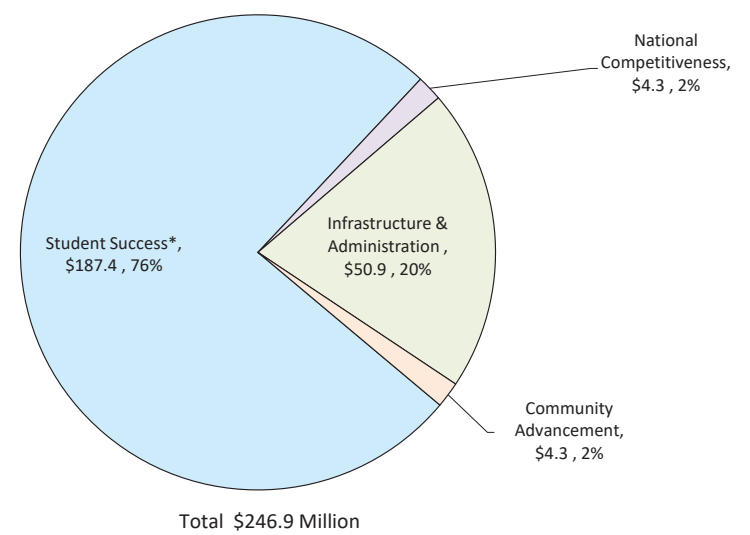
* Includes Federal Financial Aid

FY2026

Operating Budget Source of Funds



Operating Budget Use of Funds



Total Budget

	\$ Millions
Operating Budget	\$ 246.9
Capital Facilities	12.4
Total	\$ 259.3

* Includes Federal Financial Aid

University of Houston Downtown Budget
Revenues FY2022 - FY2026
\$ in Millions

	A 2026 Proposed	B 2025 Budgeted	C 2024 Actual	D 2023 Actual	E 2022 Actual
1 State Appropriations	\$ 41.9	\$ 36.4	\$ 36.6	\$ 33.6	\$ 33.7
2 HEF/National Research University Fund	14.1	11.1	11.1	10.8	10.8
3 Tuition & Fees	108.6	108.6	108.9	106.1	114.3
4 Other Operating	12.9	16.3	9.2	6.7	2.9
5 Contracts & Grants *	64.5	56.0	57.4	60.6	80.0
6 Endowment Income/Gifts	4.9	3.6	5.9	3.4	4.3
7 Total	<u>\$ 246.9</u>	<u>\$ 232.0</u>	<u>\$ 229.1</u>	<u>\$ 221.2</u>	<u>\$ 246.0</u>

* Includes Federal financial aid

University of Houston Downtown Budget
Expenditures FY2022 - FY2026
\$ in Millions

	A 2026 Proposed	B 2025 Budgeted	C 2024 Actual	D 2023 Actual	E 2022 Actual
1 Student Success*	\$ 187.4	\$ 176.2	\$ 175.9	\$ 176.9	\$ 194.0
2 National Competitiveness	4.3	4.2	3.2	2.1	1.9
3 Infrastructure & Administration	50.9	48.4	46.6	42.9	39.3
4 Community Advancement	4.3	3.2	3.1	2.8	2.6
5 Total	<u>\$ 246.9</u>	<u>\$ 232.0</u>	<u>\$ 228.8</u>	<u>\$ 224.7</u>	<u>\$ 237.8</u>

* Includes Federal financial aid

University of Houston Downtown
FY2026 Operating Budget Expenditures by Function

		A	B	C	D	E	F	G	H	I	J	K	L
		Instruction	Research	Academic Support	Subtotal	Public Service	Student Services	Institutional Support	Physical Plant	Scholarships & Fellowships	Auxiliary Enterprises	FY2026 Total	FY2025 Total
1	Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
2	Tenure Track Faculty	25,985,091	-	53,040	26,038,131	36,097	22,851	-	-	-	46,214	26,143,293	27,080,581
3	Non-Tenure Track Faculty	6,602,845	-	-	6,602,845	13,760	-	-	-	-	-	6,616,605	6,574,088
4	Adjunct Faculty	4,223,521	-	153,240	4,376,761	-	-	-	-	-	-	4,376,761	4,474,444
5	Graduate Assistant	-	-	-	-	-	-	-	-	-	-	-	-
6	Exempt Staff	1,678,178	439,827	12,761,279	14,879,284	1,660,643	4,253,703	10,590,244	1,758,733	-	3,133,328	36,275,935	35,227,208
7	Non-Exempt Staff	711,883	38,628	4,604,690	5,355,201	309,884	1,564,673	1,317,680	4,447,548	-	1,218,757	14,213,743	14,247,700
8	Student Employees	125,184	4,662	697,862	827,708	16,281	158,558	45,127	19,258	680,000	469,196	2,216,128	2,380,696
9	Summer Instruction Salaries	3,219,563	-	-	3,219,563	-	-	-	-	-	-	3,219,563	3,219,563
10	Benefits	11,713,520	192,672	5,400,215	17,306,407	223,852	2,339,804	4,712,646	2,446,984	-	1,316,624	28,346,317	26,698,135
11	Subtotal	54,259,785	675,789	23,670,326	78,605,900	2,260,517	8,339,589	16,665,697	8,672,523	680,000	6,184,119	121,408,345	119,902,415
12	Capital	43,775	-	3,249,956	3,293,731	1,000	-	4,512,729	18,500	-	-	7,825,960	5,598,873
13	M&O	1,686,464	3,593,181	8,944,713	14,224,358	2,069,692	2,109,372	8,769,028	7,184,205	-	2,975,253	37,331,908	36,807,437
14	Travel & Business Expense	235,389	14,937	373,416	623,742	21,000	91,211	311,115	32,750	-	98,500	1,178,318	1,137,617
15	Debt Service	-	-	-	-	-	-	-	2,558,000	-	2,842,725	5,400,725	5,406,100
16	Utilities	-	-	-	-	-	-	-	2,186,975	-	134,211	2,321,186	1,494,012
17	Scholarship & Fellowship	-	-	7,000	7,000	-	-	-	-	71,443,502	-	71,450,502	61,732,032
18	Subtotal	1,965,628	3,608,118	12,575,085	18,148,831	2,091,692	2,200,583	13,592,872	11,980,430	71,443,502	6,050,689	125,508,599	112,176,071
19	Total Expenditure Budget	\$ 56,225,413	\$ 4,283,907	\$ 36,245,411	\$ 96,754,731	\$ 4,352,209	\$ 10,540,172	\$ 30,258,569	\$ 20,652,953	\$ 72,123,502	\$ 12,236,808	\$ 246,918,944	\$ 232,080,486

University of Houston Downtown
Appendix A - Allocation of New FY2026 Resources

<u>Revenue Changes</u>	A
State Appropriations	
1 General Revenue	\$ 2,896,306
2 Special Items	1,300,000
3 State Matching Benefits	1,248,762
4 Comprehensive Research Fund	28,514
5 Subtotal State Appropriation	5,473,582
Other State Funds	
6 HEF	2,939,585
7 HEF - Fund balance	(812,430)
8 Subtotal Other State Funds	2,127,155
Tuition and Fees	
9 Institutional Tuition and Fees	411,094
10 College Tuition and Fees	(410,775)
11 Student Service Fees	9,311
12 Recreation and Wellness Centers	(51,458)
13 University/Student Center Fee	(6,534)
14 Fund Balance	(4,287,820)
15 Other Student Fees	(10,400)
16 Subtotal Tuition and Fees	(4,346,582)
Other Operating	
17 Facility and Administrative Cost	16,083
18 Central Investment Earnings	600,000
19 Other Educational and General Operations	(245,021)
20 Auxiliary Operations	98,125
21 Parking Fees	(150,000)
22 Other Operating Income	975,000
23 Hazlewood Compensation	77,174
24 Fund Balance	196,999
25 Subtotal Other Operating	1,568,360
Contracts and Grants	
26 Research	581,893
27 Financial Aid	7,953,000
28 Subtotal Contracts and Grants	8,534,893
Endowment Income/Gifts	
29 Gifts	1,334,500
30 Endowment Income	17,863
31 Fund Balance	128,687
32 Subtotal Endowment Income/Gifts	1,481,050
33 Total Net Revenue	\$ 14,838,458

<u>Reallocations</u>	B
1 Reallocations	\$ -

<u>Priority/Initiative Allocations</u>	C
Priority 1. Student Success	
1 Financial Aid	921,058
2 Federal and State Financial Aid	7,952,500
3 Faculty Recruitment, Retention and Expansion	(130,929)
4 Gifts & Endowments	1,168,701
5 Student Recruitment, Retention and Success	(1,909,851)
6 Enhanced Student Support Services	2,590,826
7 Subtotal Student Success	10,592,305
Priority 2. National Competitiveness	
8 University Research Support & Infrastructure Investments	(45,499)
9 Research-Other than Federal & State	751,571
10 Federal and State Research Support	(123,864)
11 Subtotal National Competitiveness	582,208
Priority 3. University Infrastructure & Administration	
12 Insurance and Risk Mitigation	50,753
13 Recruit and Retain Highly Qualified Staff	(33,000)
14 Operations and Administration Support	(237,554)
15 Campus Security, IT and Infrastructure	(171,129)
16 Subtotal University Infrastructure & Administration	(390,930)
Priority 4. Community Advancement	
17 Communication & Educational Public Service	1,115,290
18 Subtotal Community Advancement	1,115,290
19 Total New Revenue - Non HEF	\$ 11,898,873
HEF-NEW	
20 New HEF-UHD Increase	2,939,585
21 Total New HEF	2,939,585
22 Total New Resources	\$ 14,838,458

University of Houston Downtown
Appendix B - Allocation of FY2026 HEF

<u>FY2026 Allocation</u>		
HEF - UHD	\$	11,155,034
HEF - UHD Increase		2,939,585
HEF	\$	14,094,619

<u>Priority/Initiative Allocations</u>	<u>HEF</u>
Priority 1. Student Success	
1 Debt Service - Academic Infrastructure	\$ 2,558,000
2 Instructional Support	3,437,043
3 Student Services Support	268,120
4 Subtotal Student Success	6,263,163
Priority 2. National Competitiveness	
5 Facilities/Labs and Technology	540,250
6 Subtotal National Competitiveness	540,250
Priority 3. University Infrastructure & Administration	
7 Annual Deferred Maintenance & Life Safety	1,600,000
8 Campus Security, IT and Infrastructure	2,751,621
9 Subtotal University Infrastructure & Administration	4,351,621
10 New HEF Resources, UHD Institutional	2,939,585
11 Total Priority/Initiative Allocations	\$ 14,094,619

University of Houston Downtown
Table 1 - Sources & Uses
(\$ in Millions)

	A	B	C	D	E	F	G
	Historical FY2024 Budget	Change		Current FY2025 Budget	Change		New FY2026 Budget
		Dollars	Percent		Dollars	Percent	
Operating & Restricted Budget							
Source of Funds							
1 State Appropriations	\$ 36.5	\$ (0.0)	0%	36.4	\$ 5.5	15%	\$ 41.9
2 HEF/NRUF	9.6	(0.2)	-2%	9.3	2.5	27%	11.9
3 Tuition & Fees	104.9	3.7	4%	108.6	(0.0)	0%	108.6
4 Other Operating	21.6	(3.5)	-16%	18.1	(3.0)	-17%	15.1
5 Contracts & Grants	48.5	7.5	15%	56.0	8.5	15%	64.5
6 Endowment Income/Gifts	3.4	0.2	6%	3.6	1.4	39%	4.9
7 Total Sources	\$ 224.4	\$ 7.6	3.4%	\$ 232.0	\$ 14.9	6.4%	\$ 246.9
Use of Funds by Object							
8 Salaries and Wages - Faculty	\$ 41.7	\$ (0.3)	-1%	41.3	\$ (1.0)	-2%	\$ 40.4
9 Salaries and Wages - Staff	51.4	0.5	1%	51.9	0.9	2%	52.7
10 Benefits	26.3	0.4	2%	26.7	1.6	6%	28.3
11 M&O	37.8	0.2	0%	37.9	0.6	1%	38.5
12 Capital	6.0	(0.4)	-6%	5.6	2.2	40%	7.8
13 Scholarships	54.4	7.3	13%	61.7	9.7	16%	71.5
14 Debt Service	5.4	(0.0)	0%	5.4	(0.0)	0%	5.4
15 Utilities	1.5	-	0%	1.5	0.8	55%	2.3
16 Total Uses	\$ 224.4	\$ 7.7	3.4%	\$ 232.0	\$ 14.9	6.4%	\$ 246.9
Capital Facilities Budget							
Source of Funds							
17 HEF	\$ 1.6	\$ 0.2	13%	1.8	\$ 0.4	23%	\$ 2.2
18 Bonds	1.5	(1.4)	-91%	0.1	9.8	7399%	9.9
19 Gifts	-	-	0.0%	-	-	0.0%	-
20 Other Debt Funded	-	-	0.0%	-	-	0.0%	-
21 Other	0.6	(0.3)	-56%	0.3	-	0%	0.3
22 Total Sources	\$ 3.7	\$ (1.5)	-40.5%	\$ 2.2	\$ 10.2	466.9%	\$ 12.4
Use of Funds by Object							
23 Construction	\$ 0.8	\$ (0.7)	-96%	0.0	\$ 6.6	19900%	\$ 6.7
24 Major Rehabilitation	2.9	(0.8)	-26%	2.1	3.6	166%	5.7
25 Acquisitions	-	-	0.0%	-	-	0.0%	-
26 Total Uses	\$ 3.7	\$ (1.5)	-40.5%	\$ 2.2	\$ 10.2	466.9%	\$ 12.4
Total Operating, Restricted and Capital Budget							
27	\$ 228.1	\$ 6.2	2.7%	\$ 234.2	\$ 25.1	10.7%	\$ 259.3

University of Houston Downtown
Table 2 - Current Operating Funds

Source of Funds	FY2025	-----Change-----		FY2026
	Budget	Dollars	Percent	Budget
General Funds				
State General Revenue Appropriations				
Formula Funding	\$ 28,227,104	\$ 2,787,857	9.9%	\$ 31,014,961
Special Items	299,212	1,300,000	434.5%	1,599,212
State Benefits Appropriation	7,913,743	1,248,762	15.8%	9,162,505
Dedicated Appropriations	2,500	136,963	5478.5%	139,463
Subtotal State General Revenue Appropriations	36,442,559	5,473,582	15.0%	41,916,141
Tuition and Fees				
Consolidated Tuition & Fees	20,166,992	(553,379)	-2.7%	19,613,613
Subtotal Tuition and Fees	20,166,992	(553,379)	-2.7%	19,613,613
HEF	11,155,034	2,939,585	26.4%	14,094,619
Income on State Treasury Deposits	240,000			240,000
Hazlewood Compensation	372,826	77,174	20.7%	450,000
Fund Balance	1,200,000	(400,000)	-33.3%	800,000
Subtotal General Funds	69,577,411	7,536,962	10.8%	77,114,373
Designated				
Tuition and Fees				
Consolidated Tuition & Fees	66,150,943	988,003	1.5%	67,138,946
Designated Tuition - Differential	2,678,980	(8,975)	-0.3%	2,670,005
Voluntary Fees	1,807,000	4,000	0.2%	1,811,000
Library Fee	1,901,269	(1,710)	-0.1%	1,899,559
Technology Fee	5,007,071	12,659	0.3%	5,019,730
Major/Department/Class Fees	1,398,800	(404,800)	-28.9%	994,000
Subtotal Tuition and Fees	78,944,063	589,177	0.7%	79,533,240
Indirect Cost	490,108	6,583	1.3%	496,691
Investment Income on Non-Endowed Funds	1,800,000	600,000	33.3%	2,400,000
Endowment Income	421,175	7,349	1.7%	428,524
Contracts / Grants / Gifts	55,000	9,500	17.3%	64,500
Arte Publico/Opt Clinic/Self Supp Org	1,900,000	(350,000)	-18.4%	1,550,000
Aux Admin Chg/Other	80,000	1,044,500	1305.6%	1,124,500
Fund Balance	9,268,794	(4,287,820)	-46.3%	4,980,974
Subtotal Designated Funds	92,959,140	(2,380,711)	-2.6%	90,578,429
Auxiliary Enterprises				
Student Fees				
Student Service Fee	4,495,936	9,311	0.2%	4,505,247
Recreation and Wellness Center	3,704,502	(51,458)	-1.4%	3,653,044
University Center Fees	1,089,122	(6,534)	-0.6%	1,082,588
Other Student Fees	215,500	(10,400)	-4.8%	205,100
Subtotal Student Fees	9,505,060	(59,081)	-0.6%	9,445,979
Sales & Service - Student Housing			0.0%	
Sales & Service - Parking	1,300,000	(150,000)	-11.5%	1,150,000
Sales & Service - Athletics/Hotel/Other	1,181,832	98,125	8.3%	1,279,957
Fund Balance	414,873	196,999	47.5%	611,872
Subtotal Auxiliary Funds	12,401,765	86,043	0.7%	12,487,808
Total Current Operating Funds	174,938,316	5,242,294	3.0%	180,180,610
Interfund Transfer	(2,051,000)	(412,430)	20.1%	(2,463,430)
Total Operations Sources	\$ 172,887,316	\$ 4,829,864	2.8%	\$ 177,717,180
Restricted				
Contracts and Grants				
Research	5,789,865	581,893	10.1%	6,371,758
Financial Aid	50,117,000	7,953,000	15.9%	58,070,000
Gifts	1,535,500	1,334,500	86.9%	2,870,000
Endowment Income	1,615,034	10,514	0.7%	1,625,548
Fund Balance	135,771	128,687	94.8%	264,458
Total Current Operating Funds	59,193,170	10,008,594	16.9%	69,201,764
Interfund Transfer			0.0%	
Total Restricted Sources	59,193,170	10,008,594	16.9%	69,201,764
Total Sources	\$ 232,080,486	\$ 14,838,458	6.4%	\$ 246,918,944
Use of Funds by Object				
Salaries and Wages	\$ 93,204,280	\$ (142,252)	-0.2%	\$ 93,062,028
Benefits	26,698,135	1,648,182	6.2%	28,346,317
M&O	37,947,054	565,172	1.5%	38,512,226
Capital	5,598,873	2,227,087	39.8%	7,825,960
Scholarships	61,732,032	9,718,470	15.7%	71,450,502
Debt Service	5,406,100	(5,375)	-0.1%	5,400,725
Utilities	1,494,012	827,174	55.4%	2,321,186
Total Uses	\$ 232,080,486	\$ 14,838,458	6.4%	\$ 246,918,944

University of Houston Downtown

Table 3 - Capital Projects

	-----Project Expenditures-----			Total Project	-----Funded From-----				
	Project	FY2026	Future Year		Revenue				
	to Date (1)	Budget	Budgets	Budget	HEF/Other State Funded	CCAP	Other Debt Funded	Gifts	Other
New Construction									
Gator Expansion Project-GSB (Phase 2)	\$ 2,180,558	\$ 6,650,000	\$ 17,936,626	\$ 26,767,184	\$ -	\$ 15,000,000	\$ -	\$ -	\$ -
Subtotal New Construction	\$ 2,180,558	\$ 6,650,000	\$ 17,936,626	\$ 26,767,184	\$ -	\$ 15,000,000	\$ -	\$ -	\$ -
Major Repair and Rehabilitation									
Gator Expansion Project-SLC & OMB (Phase 1)	\$ 3,231,123	\$ 3,262,589	\$ -	\$ 6,493,712	\$ -	\$ 29,922,833	\$ -	\$ -	\$ -
Gator Expansion Project-SLC & OMB (Phase 3)	-	-	11,661,937	11,661,937	-	-	-	-	-
Projects Budgeted Annually									
Capital Renewal/Capital Improvements	-	2,463,430	-	2,463,430	2,212,430	-	-	-	251,000
Subtotal Major Repairs & Rehabilitation	\$ 3,231,123	\$ 5,726,019	\$ 11,661,937	\$ 20,619,079	\$ 2,212,430	\$ 29,922,833	\$ -	\$ -	\$ 251,000
Total	\$ 5,411,681	\$ 12,376,019	\$ 29,598,563	\$ 47,386,263	\$ 2,212,430	\$ 44,922,833	\$ -	\$ -	\$ 251,000

(1) Project expenditures to date, estimated through August 31, 2025

University of Houston Downtown
Table 4-A Allocation of Student Service Fees

Sources	FY2025	-----Change-----		FY2026
	Budget	Dollars	Percent	Budget
Current Year Revenue	\$ 4,525,936	\$ 9,311	0.2%	\$ 4,535,247
Remissions/Exemptions	(30,000)			(30,000)
Budgeted Fund Balance	79,562	88,884	111.7%	168,446
Total Sources	\$ 4,575,498	\$ 98,195	2.1%	\$ 4,673,693
Allocations				
Accessible Education Center Software	\$ 283,000	\$ (130,895)	-46.3%	\$ 152,105
Accessible Education Center	-	208,494	0.0%	208,494
Bayou Review	9,665			9,665
Call Center	15,171	(15,171)	-100.0%	-
Campus Activities Board	27,600			27,600
Campus Groups	20,000			20,000
Career Center	530,931	131,559	24.8%	662,490
Closed Captioning Video	-	40,000	0.0%	40,000
Clubs And Organizations	61,080			61,080
Conference and Events	241,130	(241,130)	-100.0%	-
Gator Resource Center	139,977	133,070	95.1%	273,047
Drama Production	46,025	(11,892)	-25.8%	34,133
Enrollment Management	935,749	(935,749)	-100.0%	-
Financial Aid Office	805,295	(805,295)	-100.0%	-
First & Second Year Retention	181,333	(181,333)	-100.0%	-
Food Market	29,067			29,067
Freshman Convocation	-	15,000	0.0%	15,000
Homecoming	20,000			20,000
ID Cards	-	34,718	0.0%	34,718
International Programs	33,163	(10,213)	-30.8%	22,950
Leadershape & Conferences	26,061			26,061
One Main Events	29,364			29,364
Registrar	203,837	247,573	121.5%	451,410
SA (Student Affair) Programs & Events	39,139			39,139
Software Consulting	7,425	(7,425)	-100.0%	-
Student Success & Student Life	-	827,144	0.0%	827,144
Student Activities	421,599	8,687	2.1%	430,286
Student Affairs	111,456	545,828	489.7%	657,284
Staff Merit Pool	52,712	(52,712)	-100.0%	-
Student Awards	3,300			3,300
Student Government Association	35,795			35,795
Student Health Services	-	204,937	0.0%	204,937
Student Newspaper	30,870			30,870
Testing Center	6,156	(6,156)	-100.0%	-
UHD iRadio	10,000			10,000
Utilities, Other Overhead, Custodial	57,099	20,546	36.0%	77,645
Veterans Services Operations	146,799	78,610	53.5%	225,409
Welcome Week	14,700			14,700
Total Allocations	\$ 4,575,498	\$ 98,195	2.1%	\$ 4,673,693

University of Houston Downtown
Table 4-B Allocation of University Center Fee

Sources	FY2025 Budget	-----Change-----		FY2026 Budget
		Dollars	Percent	
Current Year Revenue	\$ 1,109,122	\$ (1,534)	-0.1%	\$ 1,107,588
Remissions & Exemptions	(20,000)	(5,000)	25.0%	(25,000)
Budgeted Fund Balance	9,886	177,542	1795.9%	187,428
Total Sources	\$ 1,099,008	\$ 171,008	15.6%	\$ 1,270,016

Allocations				
Campus Information Center	\$ 118,765	\$ 930	0.8%	\$ 119,695
Conference And Events	-	243,996	0.0%	243,996
Enrollment Management	50,244	(50,244)	-100.0%	-
eSports Center	59,155	(53,174)	-89.9%	5,981
O'Kane Gallery	144,626	2,705	1.9%	147,331
Staff Merit Pool	6,301	(6,301)	-100.0%	-
Student Affairs	178,859	(178,859)	-100.0%	-
Student Health Services	400,837	(201,545)	-50.3%	199,292
Testing Center	-	400,836	0.0%	400,836
Utilities, Other Overhead, Custodial	33,069	11,847	35.8%	44,916
Welcome Center	107,152	817	0.8%	107,969
Total Allocations	\$ 1,099,008	\$ 171,008	15.6%	\$ 1,270,016

University of Houston Downtown
Table 4-C Allocation of Recreation & Wellness Center Fee

Sources	FY2025	-----Change-----		FY2026
	Budget	Dollars	Percent	Budget
Current Year Revenue (Recreation Fee)	\$ 3,794,502	\$ (56,458)	-1.5%	\$ 3,738,044
Remissions & Exemptions	(90,000)	5,000	-5.6%	(85,000)
Budgeted Fund Balance	167,956	(81,958)	-48.8%	85,998
Total Sources	\$ 3,872,458	\$ (133,416)	-3.4%	\$ 3,739,042
Allocations				
Campus Police-Wellness & Success Ctr	\$ 46,109	\$ 227	0.5%	\$ 46,336
Capital Renewal-Wellness & Success Ctr	200,000			200,000
Debt Service Wellness & Success Ctr	2,161,350	1,375	0.1%	2,162,725
Fleet Management-Sports & Fitness	3,000			3,000
Insurance Risk Management	75,000	2,000	2.7%	77,000
Recreational Center	912,180	(34,274)	-3.8%	877,906
Staff Merit Pool	15,633	(15,633)	-100.0%	-
Student Assistance Program	135,482	(82,590)	-61.0%	52,892
Student Success & Student Life	-	15,958	0.0%	15,958
Utilities, Other Overhead, Custodial	323,704	(20,479)	-6.3%	303,225
Total Allocations	\$ 3,872,458	\$ (133,416)	-3.4%	\$ 3,739,042

Memo To: All UH-Downtown/PS Holders
From: Loren J. Blanchard, President
Subject: Faculty Teaching Workload

UH-Downtown/PS 10.A.04
Issue No. 6
Effective Date: 09/01/22
Page 1 of 3

1. PURPOSE

This PS defines the restructured faculty workload policy for the University of Houston-Downtown. The teaching course load described recognizes the increased faculty time commitments in the areas of service and scholarship at the university.

2. DEFINITIONS

- 2.1 The term “year,” unless otherwise specified in this PS, means the 9-month academic year.
- 2.2 The term “one-to-one course” refers to a course in which a student receives direct research supervision by a faculty member such as in the case of Directed Studies, Special Projects, and Undergraduate Research Supervision.

3. POLICY/PROCEDURES

3.1 Scope

The policy defined in this PS applies only to full-time tenured or tenure-track faculty members and only to the part of the year included in the 9-month academic year that encompasses two long semesters.

3.2 Principles

This policy is intended to facilitate effective teaching, support professional development, encourage research, maintain academic quality, and provide appropriate response to enrollment growth. Department chairs will regularly monitor each faculty member's teaching load to ensure its consistency with sound pedagogical practices, and the best interests of the students, the department, the college, and the university.

3.3 Policy

- 3.3.1 The standard course load for a faculty member during the combined long semesters is 21 semester credit hours (9/12 or 12/9) of classroom instruction or the equivalent. It is the responsibility of the department chair, in consultation with the faculty and the dean, to ensure academic programs have appropriate coverage. In addition, faculty are expected to maintain scheduled office hours, perform other course-related activities, be involved in shared governance

activity, provide service to the community within their areas of expertise, and engage in research and other creative activities.

- 3.3.2 The teaching load for department chairs is nine (9) semester hours or equivalent per year.
- 3.3.3 Graduate semester hours shall count as 1.5 undergraduate semester hours in determining teaching load.
- 3.3.4 Course load adjustments to balance “half-course” credits, as for graduate teaching, shall either be banked until a full credit is earned or may be paid out as an overload if the faculty member should request overload pay. To consider departmental needs, the timing of a workload adjustment should be approved by the department chair but credited within two calendar years from the time the full credit is earned.
- 3.3.5 The department chair is responsible for assigning and monitoring the workload of faculty within the department to insure individual compliance to the course load requirement. The department chair will insure that other academic duties are assigned equitably within the department. Course releases below the 12/9 or 9/12 semester credit hours per year require written approval by departmental chair and college dean prior to annual scheduling. The department chair must report all course loads to the college dean, who must report these to the Vice President for Academic Affairs.

3.4 Adjustments and Exceptions to Policy

- 3.4.1 Adjustments and exceptions to this policy provide for other than the standard teaching workload in particular situations. Where adjustments and exceptions result in less than the standard teaching course load, such reduction shall be referred to as “reassigned time.” The following adjustments are current university-wide policy; however, other adjustments and exceptions may exist or be approved according to the bases indicated in the following sections.
- 3.4.2 The cumulative supervision of ten (10) undergraduate students enrolled in one-to-one courses shall count for 3 undergraduate course credits. The cumulative supervision of seven (7) graduate students enrolled in one-to-one courses shall count for 4.5 undergraduate course credits. This formula can be used in determining the faculty member’s course load or may be paid out as an overload if the faculty member prefers. Overload pay may be prorated on a per student basis for one-to-one courses. To be credited, all such one-to-one courses should follow the requirements of the Directed Studies Policy (03.A.17) including requirements for necessary approvals and documentation. Faculty and Department Chair will work together to ensure equitable distribution of one-to-one courses in order to maximize faculty-student contact.

- 3.4.3 Service as chair of thesis committees is credited with a graduate course release for four thesis committees chaired. Discontinuation of service as thesis committee chair while the thesis is in progress does not contribute to credited workload. Faculty who serve as thesis committee members, do so as part of their regular workload. The Department Chair or designee(s) responsible for thesis distribution will ensure equitable distributions of workload resulting from service on thesis committees.

4. SEE SECTION 3 FOR PROCEDURES

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party (Reviewer): President

Review: Biannually

Signed original on file in Employment Services and Operations

7. POLICY HISTORY

Issue #3: 3/1/86

Issue #4: 1/1/07

Issue #5: 9/1/10

8. REFERENCES

There are no references associated with this policy.