



**UNIVERSITY OF MIAMI
FY 2023 FACULTY PLANNING GUIDELINES**

**OFFICE OF FINANCIAL PLANNING AND ANALYSIS
FY 2023 FACULTY PLANNING GUIDELINES**

FY 2023 FACULTY PLANNING

OVERVIEW

The following instructions serve as general guidelines for the FY 2023 Faculty Planning cycle for the Coral Gables and RSMAS campuses. They are intended to align the University's multi-year strategic plan with the fiscal responsibility of proper faculty planning; its successful implementation will ensure the University remains a leader in the higher education community with respect to education quality, faculty retention and growth, and research. The entire Executive Leadership team is fully committed to the individual success of all Schools and Colleges and the University's mission to achieve academic excellence.

FY 2023 PLANNING PROCESS

As initiated in with the FY 2022 Planning cycle, Tidemark will automatically integrate all faculty positions budgeted in Position Planning into the Faculty Planning process. The integration runs on a schedule every hour and can also be run on demand by the users. Planning for out-years (FY 2024 – FY 2028) will continue to occur directly in the Faculty Planning process. A detailed process flow will be distributed during the kick-off training sessions with business officers.

Position Planning at the Individual and Departmental Level

In an effort to align with the University's long-term academic strategy, the faculty planning process in Tidemark has been designed for all units to plan at the position level; this planning method ensures that each unit is accurately encompassing the three main areas of position planning, while providing qualitative data for improved decision-making, accurate position tracking, and systematic reconciliation.

- Turnovers/Retirement
- Replacement positions
- New positions

Importance of proper Position Planning – As mentioned in the FY 2023 Budget Kickoff meeting, starting in FY 2023 all units be required to correctly utilize Workday position IDs for all position planning panel entries, except for new positions.

- Any entries with generic position numbers (i.e., CC00000) will be considered net new positions for FTE reporting purposes and may and be subject to additional justification and supporting documentation from the units.
- Workday position numbers **should not** be reused for entries unrelated to the natural progression of the position. For example, using one position ID for 10 different employees.
- Budgeting pooled positions or lump-sums is not allowed.

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Faculty Count Threshold for Tenured/Tenured Track – (aka ‘Watermark’)

Consistent with prior years, schools and colleges are required to plan up to the approved faculty count threshold (aka ‘watermark’) for tenured/tenured track (T/TT) faculty. Schools and Colleges anticipating an increase to the T/TT watermark will need to provide a written request to exceed the approved watermark as part of the final Faculty Plan submission, including a thorough justification addressing the strategy for the increase as well as the potential revenue impacts. If applicable, please submit the request and justification via e-mail to: FinancialPlanning@miami.edu. A copy of the justification memo will be required for review during the unit’s scheduled budget meeting.

PROCESS SUMMARY

The Faculty Planning process began on Friday December 17, 2021, along with the opening of Tidemark and the respective faculty planning panels. All Schools and Colleges are required to submit a five-year faculty recruitment plan in Tidemark for all Tenured, Tenure-Track, and Non-Tenured faculty within their unit. The FY 2023 five-year faculty plan will be **due in Tidemark on January 31, 2022**, or three days prior to the unit’s scheduled budget meeting, **whichever occurs first**, along with any supplemental data required by the Office of Financial Planning and Analysis (FP&A).

Please note as part of the process summary, all five-year plans submitted on January 31, 2022, are **not** considered approved or final. The executive leadership team will conduct a formal review and approval process; FP&A will communicate all final approvals on or before May 2022.





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REMINDER

The Office of Financial Planning and Analysis will be accessible at every step of the planning process. Additional follow up e-mails may be published by FP&A to all business officers at the Schools and Colleges in order to maintain a continuous support line and general information on project milestones.

FACULTY PLANNING CYCLE TIMELINE

<u>Milestone</u>	<u>Due Date</u>
Faculty Planning Cycle Begins	December 17, 2021
Five-Year Faculty Plans due in Tidemark	January 31, 2022*
Watermark increases justification memo due to FP&A	January 31, 2022*
Executive leadership team reviews all Faculty Plans	February - March
FP&A team delivers Executive leadership decision to Units	May

*Due date is January 31, 2022, or three days prior to the unit's scheduled budget meeting, **whichever comes first.**

We look forward to a productive FY 2023 faculty planning cycle. As previously mentioned, our office will be available to assist every unit throughout the entire process. If you have any immediate questions or comments, please do not hesitate to contact us at FinancialPlanning@miami.edu.

Thank you,

Office of Financial Planning and Analysis