Operating Policy and Procedure

SON OP: 10.035 Fiscal and Physical Review Policy

PURPOSE: The purpose of the School of Nursing Fiscal and Physical Review Operating Policy (SON OP) is to establish a policy and procedures for regularly reviewing fiscal and physical commitment and resources to ensure support of the School of Nursing Mission, Strategic Plan Goals, and expected faculty and student outcomes achievements.

REVIEW: The OP will be reviewed biennially by October 1 of each even numbered year (ENY) by the Executive Council with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE:

1. Policy
   The Fiscal and Physical Review Policy ensures provision of support and dedicated resources for achieving the mission, strategic goals, and expected outcomes, as well as determination of the adequacy of fiscal and physical resources. Fiscal and physical resources are reviewed annually and periodically, as needed.

2. Fiscal Procedures
   Fiscal review procedures include annual review of the Fiscal and Physical Review OP procedures and the fiscal processes for day-to-day operations. Review of procedures and processes is conducted to determine the effectiveness and efficiency of existing procedures/processes and implementation of improvement strategies, as needed.

   a. Annual review involves using the annual budget preparation time period (April each year) to identify additional resources needed, fiscal requirements for planned growth, and expected biennial requirements for each year of each biennium.

      i. The state budget is assigned each biennium for the two years, therefore, requests for additional resources during each biennium are submitted to the Assistant Dean for Finance and Administration by April 15 of odd-numbered years.

      ii. Requests are reviewed and approved by the School of Nursing Dean and submitted to the TTUHSC President by May 1 for consideration with implementation scheduled for the successive academic year.

      iii. Requests are submitted for potential faculty promotions, including names of faculty scheduled to receive doctoral degrees, in the successive two years of the biennium.

   b. Faculty and Associate Deans/Department Chairs are to notify the Assistant Dean for Finance and Administration of plans to reduce faculty workloads for the successive year by April 15 of the current year to enable planning for filling the reduced workload by part-time faculty, if needed.

   c. Associate Deans/Department Chairs are to review and update faculty FTE assignments for each program for the successive year and submit to the Assistant Dean for Finance and Administration by May 1 of the current year.
3. **Physical Space Procedures**

Physical space review is completed during the designated Budget Preparation period (April each year) and procedures include annual review of the Fiscal and Physical Review OP procedures and processes for physical space day-to-day operations. Review of procedures and processes is conducted to determine the effectiveness and efficiency of existing procedures/processes and implementation of improvement strategies, as needed.

a. Annual physical space review involves assessment of effectiveness of existing School of Nursing assigned space and identification of additional space resources needed, fiscal requirements for additional space inherent in planned growth, and expected biennial space requirements for each year of each biennium.

b. Space requests for existing space assigned to the School of Nursing are submitted for review and consideration to the following administrators based on campus location:
   - The Regional Dean for the respective regional campus (e.g., Abilene, Odessa) space requests; and
   - The Associate Dean/Department Chair for the respective campus site (e.g., Amarillo, Austin, Dallas) space requests.

c. Requests for space external to the existing School of Nursing assigned space are submitted to the Associate Dean for Student Affairs and Educational Support Services, as the School of Nursing representative on the TTUHSC Space Committee, and the following steps are completed:
   - The external space requests are reviewed and approved by the School of Nursing Dean.
   - With School of Nursing Dean approval, the external physical space requests are submitted to the TTUHSC Space Committee for consideration.