



University of Toronto TORONTO ONTARIO M5S 1A1

OFFICE OF THE VICE-PRESIDENT AND PROVOST

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TO: Planning and Budget Committee

SPONSOR: Shirley Neuman, Vice-President and Provost

CONTACT INFO: Phone: (416) 978-2122 e-mail: provost@utoronto.ca

DATE: September 25, 2002 for October 15, 2002

AGENDA ITEM: **Item #7**

ITEM IDENTIFICATION:

Allocations from the Academic Priorities Fund in support of a Post-Doctoral Affairs Office at the School of Graduate Studies.

JURISDICTIONAL INFORMATION:

The Planning and Budget Committee is responsible for approving allocations from the Academic Priorities Fund.

HIGHLIGHTS:

The proposal for establishing a Post-Doctoral Affairs Office at the School of Graduate Studies is in response to request from the Office of the Vice President and Provost to assist in implementing the *Policies and Procedures for Post-Doctoral Fellows* approved by Governing Council in June 2002. A copy of the proposal is attached.

The number of Post-Doctoral Fellows (PDFs) associated with the University of Toronto has been growing and is expected to exceed 1,000. In order to serve such a large group of trainees, a full-time administrative staff person is required. The responsibilities of the staff person include maintaining records and providing annual reports of appointment conditions, designing and maintaining a website, monitoring the impact of Ontario Student Assistance Program and Canada Customs and Revenue Agency regulations on PDFs and linking PDFs with appropriate university resources.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

The reallocation levy of 6% over a four year period, assigned to all academic divisions and academic services as well as revenue from tuition fee increases in deregulated programs flow to the Academic Priorities Fund. For the 1998-2004 planning period, the Academic Priorities Fund had available to it a total of \$35.9m. Allocations approved to

date total \$35.8m, leaving \$0.1m to be allocated. The allocation recommended for the Post-Doctoral Affairs Office is \$0.07m in base.

The cost of salary and benefits for an administrative staff person is \$58,323. In addition to a staff person, start-up costs of \$10,300 and an ongoing budget of \$8,500 for the operation of the Office are required.

RECOMMENDATION:

It is recommended that the Planning and Budget Committee recommend for approval to the Academic Board:

That a base allocation of \$67,363 and an OTO allocation of \$10,300 be made from the Academic Priorities Fund for the establishment of a Postdoctoral-Fellow Affairs Office in the School of Graduate Studies.

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POST-DOCTORAL OFFICE SCHOOL OF GRADUATE STUDIES

Academic Priorities Fund Submission

May 2002

This application, prepared in response to a request from the Office of the Vice-Provost, Faculty, is designed to secure funds for the staffing and related resources to establish and maintain a Post-Doctoral Office at the School of Graduate Studies.

Staffing Rationale:

A conservative estimate indicates that the number of Post-Doctoral Fellows associated with the University of Toronto may exceed 1000. In order to serve the multivariate, administrative needs of this large group of trainees, the Post-Doctoral Office at SGS will require the appointment of an individual at a level comparable to that of a Student Services Officer (09N).

The individual to be appointed will work relatively independently, under guidance by Decanal staff and will:

- Implement the Policies and Procedures for Post-Doctoral Fellows (PDFs) as mandated by the Office of the Vice-Provost (Faculty).
- Maintain records of the number and conditions of appointment of PDFs, based upon the quarterly reports submitted by the Faculties.
- Assist individual units in the development and implementation of guidelines for PDFs
- Generally advocate for responses to the needs of PDFs
- Develop the mechanism required to issue cards that identify the bearer as a PDF at the University of Toronto

- Work in collaboration with the Department of Human Resources, HRIS and the Administration Management System, to implement a code, unique to PDFs, for the purpose providing the minimum benefits to be established for PDFs
- Identify PDF-related issues to be brought to the attention of Decanal staff for discussion, providing possible resolutions for decanal consideration
- Develop and maintain a section for PDFs on the SGS Website with appropriate links to other University of Toronto Websites.
- Identify the means by which those PDFs that have a need for instruction in the English language may access the appropriate university resources
- Provide Annual Reports regarding the number and conditions of appointment of PDFs to the appropriate University offices, for statistical and monitoring purposes.
- Monitor the impact of OSAP and Canada Customs and Revenue Agency (CCRA) regulations on PDFs. In collaboration with the department of Human Resources and other offices of this University, and similar offices of other Universities, the individual will establish an awareness of the collective needs of PDFs with regards to OSAP and CCRA issues. The individual will use this expertise to interact, collectively with other universities, with the Ministry of Training, Colleges and Universities of Ontario and CCRA, to implement changes that would positively impact on PDFs.

Resources Requested:

To secure the appropriate implementation of an Office for PDFs at the University, the funds provided through the Academic Priorities Fund of the University of Toronto should be provided in such a manner that they will be protected from cuts to the budget.

SGS - Post Doctoral Office

Start-up Budget (OTO) - First Year of Operation	<u>\$</u>
Post Doctoral Officer	
Salary (1)	49,258
Benefits	9,605
Workstation (upgrade cost only to existing workstation)	500
Chair	600
Computer (hardware & software)	3,000
Printer (to use existing printer in the nearby office)	0
Fax machine	1,000
File cabinet	700
Telephone (initial set-up cost)	500
Publication	2,000
Office supplies & other expenses	1,000
Contingency (2)	<u>1,000</u>
TOTAL - Start-up Budget (OTO)	<u><u>69,163</u></u>

Annual Operating Budget (On-going)	<u>\$</u>
Post Doctoral Officer	
Salary (3)	49,258
Benefits (4)	9,605
Computer (upgrades to hardware & software - 3 to 5 year cycle)	1,500
Publication	2,000
Workshop/Travel	2,000
Office supplies & other expenses	2,000
Contingency	500
Telephone	<u>500</u>
TOTAL - Operating Annual Budget	<u><u>67,363</u></u>

Notes:

(1) Actual cost may be prorated pending the start date of the Post Doctoral Officer.

(2) Does not include any anticipated programming cost related to HR/AMS development and implementation of a unique code for PDFs.

(3) Based on Step 5 (midpoint) at the 09N classification level as per the USWA Collective Agreement (January 24, 2000 to June 30, 2002).
SGS will request OTO funds each year to keep pace with the annual salary increase costs (i.e. across the board and grid/step movement increases).

(4) Based on the standard benefit rate of 19.5% for staff appointed employee.

Summary Table of APF Requests for the Establishment of a Postdoctoral Affairs Office at SGS							
Item	Admin FTE	Requested		Admin FTE	Proposed for Approval		Comment
		Base	OTO		Base	OTO	
Postdoctoral Officer	1.0			1.0			
Salary		49,258			49,258		
Benefits		9,605			9,605		
	Subtotal	58,863			58,863		
Computer and upgrade to existing workstation			3,500			3,500	
Fax machine			1,000			1,000	
Office Furniture			1,800			1,800	
Computer upgrades - 3-5 year cycle		1,500			1,500		
Publication Expenses		2,000	2,000		2,000	2,000	
Workshops/Travel		2,000			2,000		
Office Supplies/Other Expenses		2,000	1,000		2,000	1,000	
Telephone		500			500		
Contingency		500	1,000		500	1,000	
	Total	67,363	10,300		67,363	10,300	
Protection of base budget from budget cuts							Denied ¹
Provision of funds annually to cover ATB and grid movement							Grid movement denied ²

¹ Budget procedures do not allow for protection of base APF allocations from budget cuts.

² Budget policy calls for Divisions to provide the grid movement of unionized staff, while the Centre funds ATB.

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Table 1		As of October 15, 2002 P&B Meeting		
APF Allocations in Support of Raising Our Sights Plans, 2000-2004				
Base Funding Available for Allocation as of Budget Report for 2002-03				\$35.9
Allocations approved through Planning & Budget Committee of October 15, 2002				\$35.9
Remaining				\$0.0
<i>Note: Allocations before the Planning & Budget Committee of October 15, 2002 are in italics.</i>				
Academic Division	Relevant Base 2000	Allocation Base	Allocation OTO	Comments
Architecture	3.2	396,894	836,363	
Arts & Science	111.2	8,000,000	4,100,000	
		700,927		Allocations from tuition increase revenue to Computer Science
		682,684	278,037	Allocations from tuition increase revenue to Commerce
Graduate Centres	1.6	257,640	167,680	Comp. Lit and Medieval Studies are now located in Arts & Science
Engineering	30.0	3,332,712	1,059,000	
Forestry	1.9	172,188	25,000	
Music	6.1	416,825	600,000	
Social Work	3.1	181,250	60,000	
TYP	0.8	171,250		
Dentistry	14.7	400,003	878,750	Includes all tuition increases.
Additional for Dentistry		107,300	129,000	
Medicine	53.9	3,285,250	2,320,720	Includes all tuition increases. Does not include most recent enrolment increase in MD program
IMS		120,000		
Nursing	3.5	594,431	201,500	
Pharmacy	4.7	284,728	110,000	Includes all tuition increases.
<i>School of Graduate Studies</i>				
Centres & Institutes	6.2	355,944	1,388,000	Original OTO allocation of 1,508,000 reduced by 120,000 OTO for KMDI replaced by 180,000 in Base
Additional for KMDI		180,000	96,000	
Administration	3.0	209,930	365,122	
<i>Constituent Colleges</i>				
Innis	0.8	124,782	50,000	
New	1.3	211,500		Includes \$50,000 in base support previously allocated to the Institute for Women's & Gender Studies
University	1.2	244,000	210,000	Includes \$75,000 in base and \$200,000 OTO for University Art Centre and \$110,000 base for Coordinator of Writing Support
Additional for University Art Centre		200,000		
Woodsworth	7.0	151,500	25,000	Note that WW is being held harmless for \$187,000 in loss of tuition revenue due to the discontinuation of the Certificate in Business Administration
<i>Federated Colleges</i>				
St. Michael's		35,825	325,000	
Trinity			215,000	
Victoria		110,140	164,000	
OISE/UT	8.5	800,000		Note: \$400,000 is contingent upon OISE/UT making available a similar amount in new graduate funding from its own operating budget
		60,000	107,000	96,000 of the OTO allocation is not needed until 2004-05
Information Studies	2.5			An additional \$1.9m will be drawn from the APF funded beyond 2003-04
Law	7.7	1,831,445		
Management	6.8			
Physical Education & Health	2.1	127,075	100,000	
UTM	31.1	116,921	850,000	Relevant base includes \$2 million physical plant. Base allocation is from tuition increase for Computer Science.
		567,394	171,519	Allocations from tuition increase revenue to Commerce
		1,892,000	659,000	Towards enrolment expansion needs
UTSC		911,434	120,000	Allocations from tuition increase revenue to Commerce
		298,095		Allocations from tuition increase revenue to Computer Science
Additional Requests		550,991	99,000	
Sub-total Academic Divisions	312.8			
<i>Academic Services</i>				
Library	23.3	1,580,000	2,776,000	
Provost	1.7	154,375		
Vice-Provost Students	0.6			
Intern'l Student Exchange	0.1	145,000		
Student Recruitment	0.9	600,000		
Admissions & Awards	3.1			
Statistics, Records & Conv.	0.8			
Student Information System	1.7	1,000,000	734,300	Funding was added to the APF in the budget model for the \$1m allocation to ROSI
Vice-Provost Planning & Budget	1.9	203,822	210,000	
UTC	6.8	687,575		
Sub-total Academic Services	40.9			
<i>Other</i>				
Ethno-cultural acad. Init. Fund			600,000	
Council of Health Science Deans			342,150	
Faculty Recruitment Initiatives		3,500,000	1,234,809	
Other Academic Costs		430,000		
Office of Teaching Advancement		182,948		
Joker's Hill		150,000	300,000	An additional \$150,000 will be drawn from the APF funded beyond 2003-04
Post-Doctoral Affairs Office		67,363	10,300	
Total	383.7	35,910,339	22,455,250	Total excludes \$1 million to ROSI that is additional to the \$35.9 million available for reallocation

Note: Faculties that have increased tuition fees beyond the increases for regulated programs are indicated in BOLD. In the Faculty of Arts & Science (including UTM) the Commerce Programs and Computer Science also fall into this category.