

409. Legislative Appropriations Requests

The responsibilities of the Chancellor for legislative appropriations requests shall include, but not be limited to, the following:

- Recommending to the Board plans and policies which provide for the effective development, coordination, and justification of the University's legislative appropriations requests.
- Establishing and supervising an orderly legislative appropriations request process that is integrated with such other activities as academic planning and capital planning.
- Publishing guidelines, schedules, and formats which facilitate the implementation of the legislative appropriations request process.
- Coordinating and assisting the campuses with the development of their legislative appropriations requests and the submission of recommended legislative appropriations requests to the Board.
- Monitoring the legislative appropriations request process and informing the Board of the status of the requests.

Details related to the foregoing responsibilities are set forth in the following paragraphs.

I. Schedule for the Preparation, Submission, and Approval of Legislative Appropriations Requests

The Chancellor shall issue annually a schedule for the preparation, submission, and approval of legislative appropriations requests. The schedule shall be prepared in coordination with the campuses, shall be consistent with the schedules of the Alabama Commission on Higher Education (ACHE) and the State Budget Office, and shall reflect prevailing circumstances. The schedule shall be guided by and include those items set forth in Attachment A.

II. Guidelines and Formats

The Chancellor shall annually publish guidelines and formats which enable the campuses to concisely and meaningfully present for approval their legislative appropriations requests. These guidelines and formats shall include the following:

A. Guidelines

Guidelines which include, but are not limited to, the following:

1. An inflationary increment for all non-salary items excluding utilities and debt service.
2. Average salary adjustments, as well as the method for establishing same.
3. Submission of fixed cost increases.

B. Formats

Formats for the submission of significant financial data which reflect the principles, guidelines, and classifications set forth in Board Rule 402 (Financial Accounting and Reporting). These formats, which shall be termed presentation formats, shall include a requirement for narrative as well as financial summary forms. The design of the presentation formats shall be coordinated with the staff of each campus and with appropriate officials at ACHE and in the State Budget Office.

Generally, formats and documentation criteria shall be issued for the following categories:

1. Increases to sustain existing programs and O&M
2. Increases for program enhancements
3. Increases for new programs and new line items
4. Capital outlay request
5. Total legislative request

C. Highlights and Justification

Commentary which highlights and summarizes the legislative appropriations request.

D. Salary Reports

Significant information on salaries as they relate to established goals, proposed salary increases, and fringe benefits.

E. Other

Additional information as necessary to carry out the Board's and Chancellor's financial responsibilities.

III. Submission of Legislative Appropriations Requests

The campuses shall submit their respective legislative appropriations requests to the Chancellor for review, appropriate revision, and submission to the Board. After approval by the Board, each campus shall submit its legislative requests to appropriate State agencies.

IV. Legislative Relationships

The Board intends to maintain maximum flexibility for each campus, consistent with efficient coordination of the total System legislative effort by the Chancellor. In accordance with Board Bylaws, the Chancellor shall establish procedures for the development and maintenance of external relationships.

(Originally adopted August 23, 1978 as Rule 435; completely revised April 9, 1980; amended April 21, 1995; amended and renumbered December 5, 1997; amended November 9, 2007.)

Attachment A to Board Rule 409

ANNUAL CYCLE FOR THE PREPARATION, SUBMISSION, AND APPROVAL OF LEGISLATIVE APPROPRIATIONS REQUESTS

- Distribution by the Chancellor to the campuses of the calendar for the preparation, submission, and approval of requests.
- Submission from the campuses to the Chancellor of data for the development of salary guidelines.
- Discussions by Chancellor's Advisory Council, consisting of the campus Presidents, regarding guidelines to govern requests.
- Distribution by the Chancellor to the campuses of the guidelines (including salary guidelines) and the formats to be used in the development of the requests.
- Submission to the Chancellor of all requests including requests for existing programs and O&M new programs, new line items, enhancements to existing programs, and capital outlays.
- Review and approval by the Chancellor of requests, including meetings and discussions with appropriate campus officials.
- Review of major issues by the Chancellor's Advisory Council and/or the Finance and Academic Affairs and Planning Committees of the Board prior to submission of the Chancellor's recommendations to the Board.
- Submission of total requests to Chancellor by campuses and review by Chancellor and staff, including meetings and discussions with appropriate campus officials.
- Submission of Chancellor's recommended campus total requests to the Board.
- Formal presentation of legislative requests to the Board.
- Submission by campuses of legislative requests approved by the Board to ACHE and the State Budget Offices.