

From: [Hubbard, Laura](#)
To: dauber@buffalo.edu
Subject: FW: Fac. Sen. Budget Priorities Request
Date: Tuesday, November 4, 2014 11:51:14 AM

Dear Professor Dauber,

I apologize for a bit of a delay in getting to you materials responsive to your request. Since these materials are available via the internet, I have pasted the links pertinent to your questions posed below with a brief description of what is contained in the link.

POLICIES

UB follows the SUNY policy regarding extra service; duties beyond those required by professional obligation. Further, UB has developed a campus policy which provides additional detail on extra service and includes language on summer employment.

SUNY policy on extra service:

http://www.suny.edu/sunypp/documents.cfm?doc_id=419

UB policy on extra service:

http://hr.buffalo.edu/files/phatfile/ex_comp.pdf

There are also established guidelines for summer appointments which address types of appointments, eligibility, and summer dates. Calculations on minimum and maximum compensation are explained. These guidelines are updated annually.

http://hr.buffalo.edu/index.php?module=pagemaster&PAGE_user_op=view_page&PAGE_id=542

http://hr.buffalo.edu/files/phatfile/Summer_Appointment_Guidelines.pdf

An approval authority policy guides users in obtaining required approvals for various types of transactions. It identifies the circumstances in which the signatures of the president, provost, and/or vice presidents are required for approval.

UB Approval Authority policy:

<http://policy.business.buffalo.edu/Policy%20Library/Approval%20Authority.pdf>

FORMS

The forms required to process extra service transactions include information on the type of extra service, the funding source, the duration of performance, and the payment amount. Appropriate signatures approving the transaction are collected on the forms.

Extra Service form:

http://hr.buffalo.edu/files/phatfile/Extra_Service_Approval.pdf

Extra Service Payroll Voucher:

http://hr.buffalo.edu/files/phatfile/ES_Voucher.pdf

Extra Service for Academic and Professional (UUP) Employees at another SUNY Agency (UP-8):

<http://hr.buffalo.edu/files/phatfile/UP-8.pdf>

Extra Service for M/C Employees (UP-6):

<http://hr.buffalo.edu/files/phatfile/UP-6.pdf>

Dual Employment/Extra Service employees primarily active at another State Agency:
http://hr.buffalo.edu/files/phatfile/Dual_Employment.pdf

UBF Appointment Authorization Form (first bullet under Appointment and Benefit Forms at link below):
<http://www.ubfoundation.buffalo.edu/forms>

CAMPUS-RELATED FOUNDATIONS

SUNY Guidelines Regarding Campus-Related Foundations:
http://www.suny.edu/sunyp/documents.cfm?directory=form_app&cat_id=50&tpc_id=87

SUNY Audit Guidance for Campus-Based Foundations:
<http://system.suny.edu/universityauditor/audit-guidance/campus-foundations/>

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-----Original Message-----

From: Kenneth Dauber [<mailto:dauber@buffalo.edu>]
Sent: Tuesday, September 16, 2014 9:31 AM
To: President Satish K. Tripathi
Subject: Fac. Sen. Budget Priorities Request

President Satish Tripathi

cc Provost Chip Zukoski

Attachment :forms

Sept. 16, 2014

Dear President Tripathi,

The Faculty Senate Budget Priorities Committee wishes to promote budget transparency. The Committee appreciated the opportunity to learn more about the budget from Provost Zukoski and Vice President Hubbard in April of 2014.

There is a strong faculty interest in becoming informed about the allocation of UB's scarce resources. To further our Committee responsibilities, we are writing to request information that will allow the Committee to answer some of the inquiries made of it. We wish to report to the Faculty Senate early this semester and so request that this information be provided by September 30, 2014, to Committee Co-Chair Ken Dauber. Our understanding is that the documents requested are public information.

We request

- 1) UB's written policies and criteria governing approval of extra service compensation (see attached form) paid from UB Foundation funds to UB faculty, administrators, and staff.
- 2) UB's written policies and criteria governing approval of compensation to UB faculty, administrators, or staff from UB Foundation funds pursuant to the attached UB Foundation Activities, Inc., Appointment Authorization funds.
- 3) Any other forms used to document UB approval of compensation from UB Foundation funds to UB faculty, administrators or staff.
- 4) Any Memoranda of Understanding currently in effect governing the allocation or delegation of authority and responsibility between the UB Foundation and the University at Buffalo

Sincerely ,

Kenneth Dauber and Peter Morgan

Co-Chairs, Faculty Senate Budget Priorities Committee