Functional Area Quick Reference Guide

Instruction (0)
- Faculty salaries and expenses
  - Exception: faculty salaries and expenses related to externally funded grants or separately budgeted and funded research
- Departmental administrative personnel supporting instruction
- Instruction department chairs
- All other instruction related expenses for credit and noncredit courses taught to registered students

Research (1)
- Researcher or faculty salaries and expenses externally funded or separately budgeted
- Research department chairs
- All other expenses for activities specifically organized to produce research that are externally funded or separately budgeted

Public Service (2)
- Activities and services provided to groups external to the university
  - Examples: Hoxworth Blood Center & Communiversity programs

Academic Support (3)
- Dean’s Office
- Course and curriculum development that is separately budgeted
- Libraries, museums, and galleries
- Media such as audio-visual and information technology
- All other expenses related to providing support services for the university’s primary missions (instruction, research, and public service)

Student Services Administration (4)
- Student social & cultural development (nonacademic)
- Counseling & career guidance
- Admissions, Student Financial Aid, and Student Records
- Student health insurance

Institutional Support (5)
- President’s Office
- Provost’s Office
- Administration & Finance
- All other central, executive-level activities concerned with management and long-range planning for the entire university

Operations and Maintenance of Plant (6)
- All expenses related to the institution’s physical plant.
- Building maintenance, custodial services, utilities, landscaping & ground maintenance, major renovations, and new facilities.