

Tips for Establishing and Working with [Newly Required Unit-level Budget Committees](#)

Steps to Elect Budget Committee Members:

- Step One: “The faculty of each college shall decide on the appropriate size and makeup” of its Budget Committee
 - Faculty Manual Minimum Requirements: The committee shall be “**representative**” and “shall have **no fewer than five members** and be made up of a **majority of elected faculty members**.”
 - Suggested Process: Solicit proposals from the faculty, followed by a vote to select a structure.
 - Useful Questions: Should a new committee be formed, or can an existing committee fulfill the duties of a Budget Committee? Are five members enough, or does this Unit require a larger committee? How many committee members will be elected vs. appointed, or ex officio, and who would they be? Will any non-elected members of the committee be able to vote on any items? How long will committee members serve in their role?
- Step Two: The election of faculty committee members
 - Suggested Process: Solicit nominations and self-nominations, gather and distribute candidate statements, and hold an election.
 - Useful Questions for Candidates: What relevant experience would you bring to this role? What budget-related issues seem particularly important for the committee to take up? Do you have thoughts on how the committee might best fulfill its responsibilities?

Required Duties of the Faculty Budget Committee:

- “The committee shall meet regularly with the Dean or other administrative officer(s) of the college to discuss financial matters and collaborate in the development of budgetary processes and plans.”
- “The committee shall report on its work to the faculty of the college and solicit feedback and input from the faculty on budgetary matters.”
- “The committee shall be properly oriented and trained in the details of the USC-Columbia and college budgetary processes.”
- “The committee shall have access to all relevant budgetary data to fulfill its purpose, including, but not limited to, analyses of past budgetary experience, reports on current budgets, and budgetary projections.”