



COLLEGE OF LIBERAL ARTS
THE UNIVERSITY OF TEXAS AT AUSTIN

*Office of the Dean • Dorothy L. Gebauer Building • 116 Inner Campus Drive, G6000 • Austin, Texas 78712-1257
512-471-4141 • FAX (512) 471-4518*

**College of Liberal Arts
Soft Money Allocation Guidelines 2021-22**

GUIDELINES/POLICIES

- Soft Money Instructional Funds are for **instructional purposes only** and cannot be used for anything other than NTT instruction and TA/AI teaching assignments. Units cannot use soft money instructional funds to appoint TAs who are serving as GRAs or to fund fellowships.
- NTT/AIs/TAs funded on grants, endowments, or other external resources are not included in units' COLA-funded allocations, but will continue to be funded via those other resources if available.
- “Conditional recurring commitments” such as spousal commitments are listed as separate line items from units' base allocations. These commitments will continue to be funded per individual agreements approved by the Dean's Office and are subject to review.
- The College will fund actual expenditures *up to* your unit's approved total allocation. Any unspent funds (based on your total approved allocation) will return to the Dean's Office at the end of the fiscal year.
- Units that spend above their total allocation will need to use other internal/departmental resources, including Signature Course reserves, to fund the additional expenditures. Units should not expect to receive additional College funds to cover overspending. Future allocations may be reduced as needed if deficits occur.
- **Signature Courses:**
 - Funding allocations will remain the same (as long as UGS allocations remain the same): \$13,260 faculty replacement costs; \$8,000 TA (for large-format courses only; one TA for every 50 students).
 - TAs for Signature Courses are paid via Signature Course funds, not from COLA-funded allocations.
 - Signature Course funds are intended for **instructional use**; however, units may apply to use funds for graduate student support if needed. Chairs or Directors must submit a proposal to the Associate Dean for Research and Graduate Studies for approval prior to making any funding commitments. Units may not request additional instructional funds as a result of transferring Signature Course balances. Transfer requests for other purposes will be denied.
 - Signature Course unused balances will continue to carry over within your units (14-16XX-2908).

TA/AI ASSIGNMENT REQUIREMENTS

- Units should prioritize College of Liberal Arts graduate students for TA positions; however, if qualified COLA students are not available, units may employ qualified non-COLA students. As a best practice, the College recommends that non-COLA students ordinarily comprise no more than 10% of the total number of TA assignments.
- TAs and AIs must be appointed at a minimum of 20 hours (50%) per course.
- Units should adhere to the following Closing Limit and Enrollment minimum requirements for TA assignments:
 - UG Large Lecture with Scantron/Auto-Grading: 120 Closing Limit; 100 Enrollment
 - UG Large Lecture **without** Discussion Sections: 80 Closing Limit; 60 Enrollment
 - UG Large Lecture **with** Discussion Sections: 60 Closing Limit; 50 Enrollment
 - UG Bio Labs (across two sections; as lab capacity allows): 44 Closing Limit; 40 Enrollment
 - UG Statistics Courses: 35 Closing Limit; 30 Enrollment
 - UG Writing Flag Courses: 35 Closing Limit; 25 Enrollment
 - 5- and 6-Hour UG Language Courses: 25 Closing Limit; 20 Enrollment
 - Graduate-Level Courses: *Contact the Associate Dean for Academic Affairs for approval*
- Units that do not follow these guidelines may receive reduced funding in future years.
- Reminder: The College policy prohibits funding beyond a student's sixth year. TA/AI assignments for students in their seventh year or beyond must be pre-approved by the Associate Dean for Research and Graduate Studies.

CLASP / Online SFR Questions: [COLA Finance Team](#)

General Questions: [Hannah McKenna](#)