



**Soft Money Allocation Guidelines
AY 2023-24**

GUIDELINES/POLICIES

- Soft Money Instructional Funds are for **instructional purposes only** and cannot be used for anything other than NTT/Professional Track Faculty 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 allocation. Any unspent funds will return to the Dean's Office at the end of the fiscal year.
- Units that spend above their 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.
- Beginning Fall 2023, units that have a PhD graduate student program will no longer receive an AI/TA instructional allocation. Instead, they will receive a Graduate Cohort Funding allocation that includes funding for AI/TA instructional appointments as well as fellowships. **Note:** units will not be allowed to transfer funds between NTT Faculty accounts and Graduate Cohort Funding AI/TA accounts.
- **Signature Courses:**
 - Funding allocations will remain the same (*as long as UGS allocations remain the same*): \$13,260 faculty replacement costs; \$9,500 TA (for large-format courses only; one TA for every 50 students).
 - TAs for Signature Courses should be 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. **Please note: units may not use their Graduate Cohort Funding allocation to employ non-COLA students.*
- 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.

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