

UCFA Subcommittees

UCFA has 2 standing subcommittees consisting of the **Personnel Subcommittee** and the **Budget Subcommittee**. These subcommittees typically meet after the full UCFA committee meeting. There are no set rules as it relates to meeting lengths. Members of each subcommittee are typically determined on a voluntary basis.

At the beginning of each academic year, elections are typically held to determine who will serve as UCFA Chair as well as Personnel and Budget subcommittee chairs. Term of service is from the beginning of September to the end of the following August.

The **Personnel Subcommittee** along with the Provost are responsible for oversight and review of the Faculty Grievance Office. The Personnel Subcommittee is involved with faculty discipline.

The **Budget Subcommittee** meets with the senior associate provost and is responsible for developing a Faculty Raise Memo annually. The committee is typically updated on university budgets, budgetary processes, benefits such as medical insurance coverage and options, and faculty demographics. The Budget Subcommittee is responsible for developing a Faculty Raise Request Memo. The memo is developed from previous years' memos as well as guidance by the senior associate provost