

## **Guidelines for the School of Computing & Information Planning and Budgeting System (PBS)**

### **Overview**

The Planning and Budgeting System (PBS) defines the structure of the University's shared governance process (<https://www.provost.pitt.edu/planning-and-budgeting-system-pbs-university-pittsburgh>). The summary below provides excerpted context for understanding of the basic functions and operation of **Planning and Budgeting Committees (PBC)**.

- PBCs, operating at all levels of the University's organization (departments, divisions, schools, general university, etc.) serve as the backbone of the structure.
- SCI is committed to fully participating in the University PBS through PBCs for each academic department and for the school – **Department PBCs and the School of Computing and Information PBC**. Under PBS, the widest participation by members of the School in planning and budgeting takes place at the level of the department. At the responsibility center level (school), representatives of faculty, staff, and students are involved, along with the relevant administrators, in coordinating and prioritizing the plans and budgets of the constituent departments.
- **Department PBCs** conduct long-range planning and budgeting, and annual operational planning and budgeting for the department. The Department PBC ensures transparency and opportunity for participation of department members in planning and budgeting activities. On an annual basis, the Department PBC is reconstituted to develop request proposals and contingencies which are forwarded to the SCI PBC. Long-range planning and budgeting are conducted on a multi-year cycle, in cooperation with the SCI PBC.
- The **SCI PBC** conducts operational planning and budgeting to gather and combine request proposals and contingencies from departments, institutes, programs, and other entities into detailed annual plans and budgets within the context of the mission and goals articulated in the School's long-range plan and budget. The SCI PBC prioritizes and integrates requests and contingencies. A single responsibility center proposal is forwarded to the Provost for consideration by the next level of the PBS. Periodically, the SCI PBC engages in long-range planning and budgeting, inviting participation of the school and Department PBCs.
- In general, proposed budget plans and contingencies flow from Department PBCs and Chairs to the responsibility center PBC and head, where they are integrated into a single responsibility center proposal. All recommendations and significant deviations are documented and conveyed in writing to the SCI PBC and Department PBCs, which flow up/down through the levels of the PBS, eventually to faculty, students, and staff.

## Department PBCs

- Purpose
  - A mechanism for long-range and operational planning and budgeting for the departments to inform and guide the SCI PBC.
- Timeline
  - Reconstituted early in budgeting and planning cycle by the Department Chair; develops annual request proposals and contingencies in the early to middle of fall, which are forwarded to the SCI PBC by the end of the fall semester.
- Structure
  - Department Chair is ex-officio chair of Department PBC.
  - The Department Chair and department faculty will establish participants in their PBC through a collegial process that reflects the department bylaws.
  - The Department PBC may include all faculty from the department.
    - If it does not, majority of representatives to the Department PBC shall be elected (cf. Section 1.3.1 of University PBS guidelines).
  - The Department PBC is encouraged to have a staff representative. Such an appointment should be coordinated with the Dean's office.
  - Committee Scribe appointed by Chair. Meeting minutes of record produced and made available to faculty, staff and students in the unit. At the Chair's request, Dean will provide staff person (not member of PBC) to fill this role.

## School of Computing and Information PBC

- Purpose
  - A mechanism for long-range and operational planning and budgeting for the school. Informed and guided by departmental PBCs. Organizes school planning and budgeting into request proposals and contingencies for submittal to Provost. Provides documentation regarding recommendations from Department PBCs.
- Timeline
  - Reconstituted early in the budgeting and planning cycle by the Dean. Typically collects and reviews request proposals and contingencies late in the Fall, and prioritizes and integrates proposals and contingencies in early winter, according to deadlines established in the annual budget and planning memo from the Provost. Responses to request proposals typically arrive in June, and flow to Department PBCs shortly afterwards.
- Structure
  - Dean of SCI is ex-officio chair of the SCI PBC.
  - Majority of members are elected (cf. Section 1.3.1 of University PBS guidelines)
  - Elected faculty and staff members
    - 3 tenured/tenure-stream faculty members with 1 faculty member from each department
    - 3 appointment-stream faculty members with 1 faculty member from each department
    - 1 faculty member from the Intelligent Systems Program (ISP)
    - 1 staff member
    - Elected members serve 3 years to support long-term planning and continuity; terms staggered to elect ~1/3 of these members each year
  - 1 undergraduate student representative recommended by SCI undergraduate Student Organizations
  - 1 graduate student representative recommended by the SCI Graduate Student Organization
  - Ex-officio members
    - Associate Dean Academic Programs, Associate Dean External Relations, Staff Finance Director, Staff Business Director
  - Individuals serving on the SCI PBC are expected to consider proposed plans and budgets primarily in the perspective of the School rather than of the particular departments, programs, or entities from which those persons come (cf. Section 1.3 of University PBS guidelines). For this reason, individuals serving on the SCI PBC shall recuse themselves from participating in department PBCs.
  - Committee Scribe appointed by chair. Meeting minutes of record produced and made available to SCI faculty, staff and students. Dean may provide staff person (not member of PBC) to fill this role.

## PBC Meeting Format

- Frequency – at least once per semester.
- Planning and Budgeting – Department and SCI PBCs will utilize standard forms to allow for consistent roll-up of information to the SCI PBC (forms currently under development), and eventually, to the Provost and CFO.

*Example*

Strategic Goals Metrics			
Strategic Goal	Metrics	Units of Measure	Frequency
Educate students to recognize common abstractions and methods and excel at adapting them to new problems in new domains and weigh the broader ethical, social and other implications of solutions			
Advance the science and technology of evidence-based modeling in support of creative activity, discovery and rational action			
Create and galvanize the study of interacting systems in a borderless environment that brings together multiple disciplines and fosters deep partnerships of impact			
Accelerate superior, rational and pragmatic solutions to consequential problems with purposeful organizations and communities			
Cultivate an agile, inclusive and visionary environment with diverse, world-class talent			
Create and sustain a nexus of research and education to facilitate the transformation of Pitt to an Information Age University			