

## DEFINITIONS

### A. Primary Functions

1. **Instruction** - the primary function of instruction consists of those activities, which should either, lead to credit toward a degree or provide requisite preparatory/remedial instruction. Instruction includes the following sub functions:
  - General Academic Instruction
  - Vocational/Technical Instruction
  - Requisite Preparatory/Remedial Instruction
  - Recruitment, Admissions, Registration and Records
  - Support for Instruction
2. **Organized Research** - the primary function of organized research consists of research activities, which are administered and budgeted separately from instructional departments. Organized research includes the following sub functions:
  - Institutes and Research Centers
  - Individual or Project Research
  - Laboratory Schools
  - Support for Organized Research
3. **Public Service** - the primary function of public service includes programs established to make available to the public the resources of the institution for the specific purpose of responding to a community need or solving a community problem. This includes non-degree instructional programs that are classified as community education and various consulting activities, which have been officially assigned to university employees by a department head, vice-president, or president. Public service includes the following sub functions:
  - Direct Patient Care
  - Community Services
  - Cooperative Extension Services
  - Public Broadcasting Services
  - Community Education
  - Support for Public Service

### B. Cost Assignment Categories

1. **Direct Salaries** - this category reflects the faculty assignments to the primary functions of instruction, organized research, and public service. Direct salaries for instruction include faculty assignments related to the direct instruction of students. This includes teaching students in courses, supervision of student teaching and applied studies, thesis supervision, independent study, tutorials, and preparation of class presentations. Direct salaries for organized research and public service reflect the assignment of faculty to these activities in the Faculty Activity Analysis.

2. **Indirect Instruction** - this category includes those assigned activities, which encompass all duties related to instruction of students other than direct instruction. It includes supervision of teaching other than student teaching, academic advising, coordinating instruction of different sections of the same course, and duties related to instruction for which direct instruction is the responsibility of another person.

Examples of activities included in this category are:

- Preparation of instructional materials and course outlines,
- Procurement and preparation of class and laboratory apparatus and supplies,
- Paper grading for another person's course,
- Time spent to direct a department-sponsored drama or music group, and
- Academic advisement under a centralized unit.

Examples of activities excluded from this category are:

- Coaching of intercollegiate athletics (assigned to student services), and
- Remedial teaching for which no credit is given and which is conducted outside the department (assigned to student services).

3. **Departmental Research** - this activity category includes research duties specifically assigned to a faculty member by the head of an academic department. Department heads often may choose to assign a portion of a faculty member's effort to do scholarly research in lieu of teaching. Such assigned effort, which need not be approved by a university research committee, may contribute to the professional development of a faculty member and may lead to a publication of results and findings. With the exception of a release-time instructional contribution required by the terms of an externally funded research grant, all research effort assigned at the departmental level should be included as Departmental Research. \*
4. **Department Overheads** - this activity category includes those administrative activities, which are carried out in support of the efficient operation of the department. It includes the portion of faculty members' departmental activity, which cannot be directly assigned to direct instruction, indirect instruction, departmental research, organized research, or public service. The reported figures indicate the amount of department overhead that has been allocated to the instructional function. Department overhead may also be allocated to organized research and public service.
5. **College or School Overheads** - this category includes the cost of academic administration identified with a school or college and is prorated to appropriate departments by departmental costs. Due to various organizational structures among the public universities, the costs in this category are not comparable.
6. **Total Department and College Costs** - this category includes the total costs associated with direct instruction, indirect instruction, departmental research, departmental overheads, and college or school overheads.

\* Departmental effort assigned as cost sharing to an externally funded research project is organized research. Other organized research activities are limited to separately organized research institutes or centrally administered support programs.

7. **Overhead Support Unique to a Function** - this category includes support costs attributable to a single function and prorated among disciplines according to their expenditures for each function. For instance, a discipline with no organized research activities would not be assigned any organized research overhead.
8. **All Other Academic Support** - this category includes the usual academic support areas (excluding academic administration):
  - Libraries
  - Hospitals and Patient Services
  - Museums and Galleries
  - Academic Support Not Elsewhere Classified
9. **Student Services** - this category includes the following areas:
  - Social and Cultural Development
  - Counseling and Career Services
  - Student Health/Medical Services
  - Intercollegiate Athletics
  - Financial Assistance
  - Financial Aid Administration
  - Student Service Administration
10. **Independent Operations** - this category includes the following areas:
  - Student Auxiliary Services
  - Housing Services
  - Food Services
  - Retail Services and Concessions
  - Student Unions and Centers
  - Specialized Services
  - Other Independent Operations
11. **Institutional Support** - this category includes the following areas:
  - System Office Support
  - Executive Management
  - Financial Management and Operations
  - General Administration and Logistical Services
  - Faculty and Staff Auxiliary Services
  - Public Relations/Development
12. **Total with University Overheads** - this category includes the costs of all the previous categories (1 to 11).

13. **Operation and Maintenance of Physical Plant** - this category includes the following areas:
  - Superintendence
  - Custodial Services
  - Building Maintenance
  - Grounds Maintenance
  - Utilities
  - Repair and Maintenance
  - Security
  - Fire Protection
  - Transportation
  - Rental of Space
  - Other O & M Activities
14. **Total All Costs** - this category includes the sum of all the previous assignment categories (1 to 13).

C. **Levels of Instruction**

1. **Student Level, Lower Division** (undergraduate) - A student who has completed fewer than 60 semester hours (90 quarter hours) or the equivalent.
2. **Student Level, Upper Division** (undergraduate) - A student who has completed at least 60 semester hours (90 quarter hours) or an unclassified (irregular or special) student who has not been admitted to the graduate division or to a professional college or school giving a post baccalaureate degree.
3. **Student Level, Graduate I** - A student holding a bona fide bachelor's degree who has been admitted to the graduate division or to a professional school either as a candidate for a master's degree, an advanced degree or certificate, or as an unclassified graduate student.
4. **Student Level, Graduate II** - A student holding a bona fide master's degree, or advanced degree or certificate beyond the master's degree, who has been admitted to a doctoral program. Also, a student holding a bona fide bachelor's degree who has been admitted to a doctoral program and has attained at least 30 semester credit hours toward the doctoral degree. Graduate II students can exist only in institutions which offer a doctoral degree program.

Note: More complete definitions for the functions and assignment categories are given in the RAMP Manual. It should be noted that the first three functions are called primary functions and that most assignment categories are identical to the support functions used in RAMP.