



Junta Administrativa

Universidad de Puerto Rico en Arecibo

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CERTIFICATION NUMBER 2010-2011-53

I, Johanne Rivera Rivera, Secretary of the Administrative Board of the University of Puerto Rico at Arecibo, CERTIFY THAT: -----

The Administrative Board, in an ordinary meeting held on February 15, 2011, considered the recommendations submitted by the Office of Planning and Institutional Studies, to the Identification of Academic and Administrative Priorities of the University of Puerto Rico at Arecibo.

The Board agreed:

TO RECEIVE THE RECOMMENDATIONS MADE TO THE PROCEDURES FOR THE IDENTIFICATION OF ACADEMIC AND ADMINISTRATIVE PRIORITIES OF THE UNIVERSITY OF PUERTO RICO AT ARECIBO. These recommendations will be enforced immediately.

The Procedures approved, with the incorporated recommendations are part of this Certification.

This Certification supersedes Certification Number 2005-06-14 of the Administrative Board of the University of Puerto Rico at Arecibo.

For legal statement, I expedite the following Certification at Arecibo, Puerto Rico, today February seventeen of year two thousand eleven.

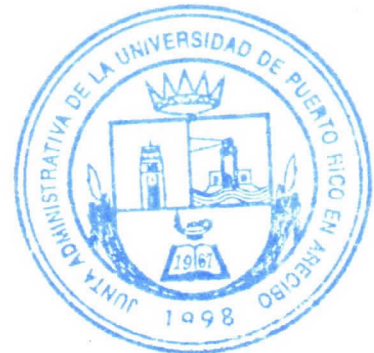
[Signature]
Johanne Rivera Rivera
Administrative Secretary

jrr

Enclosure

I certify correct:

[Signature]
Prof. Juan Ramirez Silva
Rector



**Procedures for the Identification of Academic and Administrative Priorities,  
including the Creation and Composition of Committees that Promote the Participation  
of the University Community, and the Subsequent Budget Allocation and Distribution  
that allows the Viability of these Priorities in the University of  
Puerto Rico at Arecibo**

**Justification**

The Higher Education accrediting agencies require that a strategic plan process is given, in harmony with the budget allocation and distribution, in the universities that will be accredited. This alignment allows the compliance with the activities that have been identified by the university management as academic and administrative priorities.

Harmony between strategic planning, budget allocation and distribution allows tying up strategies defined through the identification of academic and administrative priorities, which come from the identification of strategic objectives and the results of the *Institutional Assessment*, with the operational aspects seen as activities, which allow the compliance of these priorities with the proper budget allocation.

The following administrative procedure presented, seeks the relation between budget and strategic planning, and integrates both with the *Institutional Assessment*, as identified in the *Institutional Assessment Plan*, pending for approval by the Academic Senate, all in line with the Mission, Goals and Objectives of the University of Puerto Rico at Arecibo.

This process requires:

- Commitment from the management of the university
- Full participation in planning and allocating the budget
- Continuous communication between the Office for Budget and Planning, and between all the offices of the deans and the UPRA offices.
- That the budget definition integrates the funds obtained through the Institutional Operational Budget and those funds that are generated through external resources, including assigned proposals, donations and other funds.

The success or failure of these procedures will depend upon the following indispensable requirements: 1) Consensus in the University Community of what are our academic and administrative priorities; 2) Compliance with the dates set on the annual agenda; and 3) Continuous and effective disclosure.

**Procedures for the Identification of Academic and Administrative Priorities,  
and the Subsequent Budget Allocation and Distribution  
that allows the Viability of these Priorities in the University of  
Puerto Rico at Arecibo**

**Step 1. Write a Draft for the Academic and Administrative Priorities for the Next Fiscal Year**

The editorial of this draft must consider the goals, objectives and activities of the Institutions Strategic Plan, the activities that come from the *Institutional Assessment*, and in line with the UPRA Mission and Goals. This step will be assigned to the Office for Planning and Institutional Studies, with the participation of the Committee for Strategic Planning. This draft must be completed by September and October each fiscal year.

**Step 2. Discussion of the Draft of Academic and Administrative Priorities**

This stage seeks for the university community participation, in particular the deans, directors, supervisors and members of the Academic Senate reactions. This step ends with the integration of the recommendations of the university community. The document will then be approved by the Rector. The Office for Planning and Institutional Studies will be in charge of this step. The integration of the recommendations must be attended by November each fiscal year.

**Step 3. Identification of Activities and Estimated Costs**

Once the Academic and Administrative Priorities document is approved by the Rector; the deans will work with the editorial of the activities and estimated costs that will allow the compliance with each priority. These activities will then be included in a chart written by the Office for Planning and Institutional Studies. This step will be in charge of the deans with the participation of the Office for Planning and Institutional Studies. The editorial of the activities will be attended by December to January each fiscal year.

**Step 4. Budget Allocation**

The Committee for the Analysis of Budget Allocation and Distribution evaluates the document that contains the academic and administrative priorities; identifies the impact in the budget of each activity mentioned in the step before, and attends every issue related to the budget allocation, including funds source and quantity. The Budget Office, with the participation of the Committee for the Analysis of Budget Allocation and Distribution will be in charge of this step. This budget allocation must be attended by February and March.

**Step 5. Budget Distribution Exercise**

The Budget office will take control of the budget distribution for each activity.

### **Step 6. Report Editorial**

The Committee for the Analysis of Budget Allocation and Distribution will draft a report at the end of the fiscal year, with details on budget allocation and distribution allowed or limited in compliance with the academic and administrative priorities. This report is delivered to the Rector and to the Strategic Planning Committee. The Committee for the Analysis of Budget Assignment and Distribution will be in charge of this step.

### **Step 7. Disclosure**

The Office of Planning and Institutional Studies will be in charge of the disclosure of the academic and administrative priorities to all the university community.

### **Date of Implementation of this Procedure**

This procedure will be effective upon approval.

**Designation, Performance and Constitution of the following Committees:  
Strategic Planning Committee and Committee for the Analysis  
of budget Allocation and Distribution**

**Strategic Planning Committee**

Committees for Strategic Planning have been working throughout the history of the University of Puerto Rico at Arecibo. These committees usually have assisted the institution in analysis, editorial and evaluation of Strategic Plans. To assure the continuity of the Strategic Planning in the University of Puerto Rico at Arecibo, this Administrative Board agrees with the tenure of the Committee for Strategic Planning in the University of Puerto Rico at Arecibo. This Committee of consultation nature: will have the following responsibilities:

1. Advise the Office for Planning in the procedures that allow the analysis of strengths and weaknesses, challenges and opportunities of the Institution; the identification of needs and the evaluation of the external and internal environment that permits the collection of necessary information for the elaboration of the strategic plans for the Institution.
2. Serve as steering committee in the elaboration effort of strategic plans, promoting the disclosure of the procedures and the participation of the university community, ensuring that the Strategic Plan is in harmony with the institutions Mission, Goals and Objectives.
3. Collaborate with the Office for Planning and Institutional Studies in the identification of academic and administrative priorities that will take place in the institution in annual basis. These priorities will be in line with the Mission and Goals, utilizing as the initial point of reference the activities of the current Strategic Plan as defined in the **Procedures for the Identification of Academic and Administrative Priorities, and the Subsequent Budget Allocation and Distribution that allows the Viability of these Priorities in the University of Puerto Rico at Arecibo.** The results of the Institutional Assessment will also be used as base for the Institutions achievement reports, as defined in the Institutional Assessment Plan and reflected in the Assessment Reports generated in the Institution in annual basis.
4. Assist the Rector in the evaluation of Strategic Plan Goals and Objectives compliance and the academic and administrative priorities based on the institutions achievement report, the final report of each fiscal year remitted by the Committee for Analysis of the Budget Allocation and Distribution and any other compliance evaluation method supported by the Committee for Strategic Planning.

**Composition of the Committee for Strategic Planning**

The Committee for Strategic Planning must assure the participation of the university community. The Committee will be integrated by the following parties:

- Rector, or someone that represents him/her
- Academic Affairs Dean, or a representative
- Administrative Affairs Dean, or a representative
- Students Affairs Dean, or someone that represents him/her
- Director of the Office for Planning and Institutional Studies, who will be the chair of the Committee, except the Rector orders otherwise.
- Director of the Office of Budget
- Director or Coordinator of Institutional Assessment
- Director or Coordinator of Accreditation and License
- An Institutional Investigator, designated by the Rector
- Three (3) teachers elected by the faculty for a term of two years (the diversity in the preparation and teaching area or academic labor of this personnel) and a teacher designated by the Rector. The Rector will fulfill any vacant in the Committee until the Faculty holds a meeting with the purpose to elect the Faculty members.
- A student designated by the Student Council. If the Student Council is not constituted or a representative has not been designated the Students Affairs Dean will name a student representative that will participate in the Committee until the Student Council designates a new member.

The Committee will establish the necessary internal procedures to assure that the duties assigned will be carried out on time, efficiently and assuring the transparency in the decisions making.

### **Committee for the Analysis of Budget Allocation and Distribution**

To align the budget allocation and distribution in the University of Puerto Rico at Arecibo, with the Institutions Mission and Goals, the Strategic Plan Goals and Objective and the results of the Institutional Assessment the **Procedures for the Identification of Academic and Administrative Priorities, and the Subsequent Budget Allocation and Distribution that allows the Viability of these Priorities in the University of Puerto Rico at Arecibo**, has been adopted. As part of this process it's been identified a Committee for the Analysis of Budget Allocation and Distribution. Following are numbered the main duties of this Committee, as well as its composition and designation:

1. Will receive on annual basis by the Rector, the document that contains the academic and administrative priorities for each fiscal year.
2. Will evaluate the document; identify the impact in the budget of each activity appointed as necessary for the compliance of each academic and administrative priority.
3. Will advice the Director of Budget in the matters related to the budget allocation, including source of funds and amounts.
4. Will draft a report at the end of each fiscal year, with details of how the allocation and distribution of the budget allowed or limited the compliance

with the academic and administrative priorities. This report will be delivered to the Rector and the Committee for Strategic Planning.

### **Composition of the Committee for Analysis of the Budget Allocation and Distribution**

The Committee for Analysis of the Budget Allocation and Distribution must assure the participation of the university community. The Committee will be composed of the following:

- Rector, or someone that represents him/her
- Academic Affairs Dean, or a representative
- Administrative Affairs Dean, or a representative
- Students Affairs Dean, or someone that represents him/her
- Director of the Office for Planning and Institutional Studies
- Director of the Office of Budget, who will be the chair of the Committee, except the Rector orders otherwise.
- Director of Human Resources
- Director of the Technologies of Information Center
- The accountant that attends the accounts that does not appear in the operational budget of the UPRA
- A teacher designated by the Rector, for a term of one year.

The Committee will establish the necessary procedures to assure that the duties here assigned will be carried out on time, efficiently and assuring the transparency in making the decisions.

