

GUIDELINES FOR ADIA FEE DEVELOPMENT AND EXPENDITURES

Academic Department Instructional Assessment (ADIA) fees are collected from students under the authority of the Texas Education Code, § 55.16, "Incidental Fees." The statute provides that the rate of the fee charged must reasonably reflect the actual costs to the university for the materials and services for which the fee is collected. Therefore, the amount of an ADIA fee and departmental instruction expenditures must be directly associated with classroom activity. Recovery of costs for which another fee is collected, such as information technology fees, laboratory fees, special instruction fees, field trips, and off-campus travel, may not be duplicated in the ADIA fee.

1. The following guidelines will be used for determining ADIA fee amounts. These guidelines help to assure the fee amount meets audit standards and to provide greater efficiency in charging students appropriate fee amounts related to the cost of their instruction and derived benefits.
 - a. ADIA fees must reflect the cost of instruction for the student incurring the fee. Statutory restrictions prevent a university from charging fees on courses to support the costs of providing other courses. As a result, a student fee must be collected in a revenue FOP that is used for expenses directly related to the accumulated revenue for those students paying the fee that semester or term.
 - b. A department can develop ADIA level fees to meet their organizational and financial structure, but the following general standards must be maintained:
 - (1) The amount calculated for the ADIA fee must reflect the cost of instruction for the student being charged.
 - (2) Students with costs of instruction that are not materially different can be classified together and charged a single ADIA fee for their courses. In other cases, sets of courses comprising one program in a department may be assessed a different fee than other courses comprising a different program in the same department. Some examples:
 - (a) It may cost the department significantly more to provide a course for a graduate level class than it would an undergraduate level class; therefore, a separate fee/FOP/charge should be assigned to the graduate courses (course numbers ≥ 5000) than to the undergraduate courses (course numbers 1000, 2000, 3000, 4000).
 - (b) It may cost the department significantly more to provide courses for a more complex undergraduate degree program than it would for a less complex undergraduate degree program; therefore, a separate fee/FOP/charge should be assigned to the each program. Programs must be distinguishable by subject code.

- (c) It may cost the department significantly more to provide lower level courses than it would for higher level courses; therefore, a separate fee/FOP/charge should be assigned to, say, freshman courses (numbers 1000) as compared to junior courses (numbers 3000).
- (3) Each change in fee amount represents a charge to a different student population or cost of instruction and, therefore, must be assigned a separate detail code and FOP for proper expense management.

Note that these are generalized examples and it is ultimately up to the department to be able to justify that the fee amount and associated expenditures are similar for all students being charged the fee. A department establishing such a fee is fully responsible for the amount of the fee or the subsequent expenditure management. Upon any audit, the department has sole responsibility to substantiate that the charge per student is appropriate and that the charge to one student “group” is not providing support for the cost of instruction of another student “group.”

2. The following are the only eligible expenditures that may be charged to ADIA fee accounts:
- a. Professional fees and expenses, including travel (not to exceed university rates) for guest speakers. A guest speaker is defined as a person who makes a short (generally one-time) presentation to the students in a classroom.
 - b. Consumable supplies – all materials taken or used by the student from/in the classroom.
Materials include copying charges for syllabi and tests or materials and supplies used for demonstrations or practice by the student, such as diskettes, wood, clay, etc. A proportionate share of copier rental and supplies is also eligible to the extent that copies are distributed to students.
 - c. Equipment and furniture purchases to be used in the classroom: costs for desks, chairs, and furnishings in the classroom are eligible.
 - d. Service contracts for maintenance of instructional equipment.
 - e. Wages for the employment of students and others to assist students in the instruction process.
Eligible wages include payment of graders, models, assistants for the preparation and distribution of classroom materials, and other employees for service and assistance to the student in a specific course.
 - f. Salaries for:
 - (1) Departmental staff (e.g., secretaries and other support staff) positions will be allowed in proportion to the time that the staff member is involved in the preparation and distribution of classroom material. As per university policy, a

description of each position and the related duties (PDQ) must be kept in a permanent file and updated by the department.

- (2) Teaching assistants (TA) and graduate assistants (GA), to the extent that they directly support the instructional program, and as long as the person is not the instructor of record or does not conduct the class on a routine basis. Eligible duties for the TA/GA paid from the course fee, include holding or moderating class discussion or study groups and/or proctoring. TAs may be split-appointed between faculty salaries and course fee accounts as long as the percentage is consistent with the actual duties performed. Grading papers and other assistant duties must be assigned other employee classifications, such as graduate assistants.

g. Reference materials are eligible costs if they are:

- (1) Available in the classroom;
- (2) In the central departmental library for students' use as a part of the instructional program; or
- (3) Used to make copies for distribution to students.

If they are for office use, they are not an eligible cost to be included in the ADIA fee.

- h. Computers and other equipment located outside the classroom and their related maintenance. A faculty member's computer contributes directly and frequently to the preparation of course materials as well as serving as storage for grades, electronic instruction, and interaction with Blackboard to manage courses.
- i. Professional development for faculty related to the improvement of teaching.

Costs contributing only indirectly to the instructional process are NOT eligible.

3. The following are examples of costs that are **not** eligible to be charged to course fees:

- a. Faculty (including that portion of a TA's duties as the official "instructor of record");
- b. Research assistants – these titles are reserved for research mission-related duties and are applicable in the research enhancement, indirect cost, and research special line items;
- c. Student file maintenance costs;
- d. Any costs and expenditures related to departmental research or public service efforts;
- e. Food and entertainment;

- f. Salaries and wages for an individual performing general office functions such as answering telephones, general filing, or processing vouchers. Departmental operating expense funds are the appropriate funds for this type of expenditure.
- g. General office operating costs not directly benefitting students, such as telephone and copies; and
- h. Travel for any purpose except for guest speaker.