ASUB Standard Operating Procedure – 2006

Standard Operating Procedure Synopsis

Title: **QUALITY IMPROVEMENT FUNDS**
Approval Date: Aug. 18, 2021
Revision Date, if applicable: August 12, 2026
Review Date(s): March 23, 2022; March 29, 2023; April 9, 2024; March 5, 2025; March 27, 2026
Annual Review Month: March
Responsible Officer (RO): Vice Chancellor for Finance and Administration
Standard Operating Procedures Manager (PM): VCFA Fiscal Support

A. Purpose and Scope

This standard operating procedure outlines the process for requesting Quality Improvement Fee (QIF) funds. QIF funds were originally generated from the QIF fee assessed on student bills as a result of Arkansas State University Board of Trustees Resolution # 94-83. Effective July 1, 2026, QIF funds will not be based on the collection of fees but will be allocated based on the QIF line item(s) in the budget approved by the Board of Trustees each year. These funds are to be used in enhancing quality instruction and support services for students. Eighty percent of the funds allocated must be used in areas that directly impact students. Twenty percent of the funds are allocated to institutional support of the college mission. Departments may request items to be purchased from either the 80% or 20% category instead of their departmental budget accounts.

The QIF process takes place during the Fall semester each year but may take place up to two times a year if funds are available.

B. Definitions

VCFA – Vice Chancellor for Finance and Administration

QIF – Quality Improvement Funds

C. Procedures

When funds are available for QIF purchases:

1. The VCFA office will send out an email to all employees with regards to specific information and deadlines no less than 30 days before the due date.

2. QIF request forms must be submitted to the VCFA office by the relevant deadline with quotes attached.

3. QIF institutional support requests are reviewed by the executive council no more than 14 days after the deadline.

4. QIF requests that are approved for institutional support are routed to the VCFA office for processing.

5. QIF student support requests are routed to the QIF Committee and must meet no more than 14 days after the deadline.

6. The QIF committee is comprised of student government leadership from all campuses, the chancellor and the chief financial officer.

7. The QIF committee reviews the requests and makes recommendations for approval.

8. Approved requests are routed to the VCFA office for processing.

9. The VCFA office informs requesters, their dean/supervisors and executive council of all QIF decisions.

QIF forms and instructions are located on Vanguard Intranet under finance and administration.

D. Related Information