



Functional Category for use in FUMS Application

SCHEV Category	Functional Category
Instruction and Academic Support	10,11,12,13,14,15 43,44,46,47,48
Institutional Services and Support	50,51,52,53,54,55,56,57 60,61,62,63,64,65
Physical Plant	70,71,72,73,74,75,76
Public Service	30,31,32,33
Libraries	41
Auxiliary Enterprise	90,91, 92, 93
Research	20,21,22
Non-Guideline (includes museums and ancillary support)	42, 45



Facilities Inventory Guidance - Functional Categories

Instruction. This category includes all activities that are part of the institution's instruction program. Credit and noncredit courses for academic, vocational, and technical instruction for remedial and tutorial instruction, and for regular, special and extension sessions should be included.

11 General Academic Instruction: Includes formally organized and/or separate instructional activities that are: 1) carried out during the academic year, 2) associated with academic disciplines, and 3) offered for credit as part of a formal postsecondary education degree or certificate program.

12 Vocational/Technical Instruction: Formally organized and/or separate instructional activities that are 1) carried out during the academic year, 2) usually associated with academic disciplines, and 3) offered for credit as part of a formal postsecondary education degree or certificate.

13 Special Session Instruction: Includes formally organized and/or separately budgeted instructional activities (offered either for credit or not for credit) that are carried out during a summer session, interim session, or other period not common with the institution's regular term.

14 Community Education: Includes formally organized and/or separate instructional activities that do not generally result in credit toward any formal postsecondary degree or certificate.

15 Preparatory/Remedial Instruction: Includes formally organized and/or separate instructional activities that give students the basic knowledge and skills required by the institution before they can undertake formal academic coursework leading to a postsecondary degree or certificate.

16 Dentistry Instruction: The same as General Academic Instruction above except as applicable to the First-Professional program of instruction. Excluded are service courses offered for other degree programs by the faculty of the School of Dentistry.

17 Medicine Instruction: The same as General Academic Instruction above except as applicable to the First-Professional program of instruction. Excluded are service courses offered for other degree programs by the faculty of the School of Medicine. Included in this subprogram are family practice programs.

18 Veterinary Instruction: The same as General Academic Instruction above except as applicable to the First-Professional program of instruction. Excluded are service courses offered for other degree programs by the faculty of the School of Veterinary Medicine.



Research. This category should include all activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately by an organizational unit within the institution.

21 Institutes and Research Centers: Includes all on-going research activities conducted within the framework of a formal research organization. All institutes or research centers must have been created by action of the Governor or General Assembly or an approved organizational change. Refer to Section 23-9.6:1.(g) for requirements for organizational change approval.

22 Individual and Project Research: Includes research activities that normally are managed within the academic departments. These research activities usually have a stated goal or purpose, have projected outcomes, and are created for specified time periods as a result of a contract, grant, or specific allocation of institutional resources. Also included here are any separately budgeted departmental research activities that may lead to research outcomes. Excluded from this category are those on-going research activities that should be classified as Institutes and Research Centers.

Public Service. This category should include activities that are established primarily to provide noninstructional services beneficial to individuals and groups external to the institution.

31 Community Services: Includes activities related to non-instructional services established and maintained by the institution to provide services to the general community or special sectors within the community. All non-instructional, non-credit services which do not meet the criteria for awarding Continuing Education Units (CEU) should be reported in this category. Examples of Community Service Activities are entertainment and recreational offerings.

32 Cooperative Extension Services: Includes all public service non-instructional activities established by an institution in cooperative efforts with outside agencies (e.g., agricultural extension, urban extension). This category is intended primarily for land-grant colleges and universities. A distinguishing feature of these activities is that programmatic and fiscal control is shared by the institution with one or more governmental units. Examples of such activities are area extension programs, community development programs, and youth extension programs. Excluded from this category are instructional activities that may be offered through an Extension division. Only Virginia Polytechnic Institute and State University and Virginia State University are authorized to report in this category.

33 Public Broadcasting Services: Includes those activities associated with the operation and maintenance of broadcasting services intended primarily for the public. Examples are radio stations and television stations. Excluded from this category are broadcasting activities which represent independent operations.

Academic Support. This category should include support services for the institution's primary missions— instruction, research, and public service.



41 Libraries: Includes those activities that directly support the collection, cataloging, storage, and distribution of published materials, primarily in support of the institution's academic programs. To be included in this category, a library should be separately organized including both general and departmental libraries.

42 Museums and Galleries: Includes activities related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and so forth primarily in support of an institution's academic programs. To be included in this category, a museum or gallery should be separately organized, including museums and galleries serving the whole institution, several academic departments, or a single academic department. Libraries and audio/visual services are excluded.

43 Educational Media Services: Includes activities related to audio and visual services that have been established to support the institution's instruction, research, and public service programs. Dial-access centers, learning resource centers, and closed circuit television facilities typically would be included here.

44 Academic Computing Services: Includes activities for academic computer services that have been established to support the instruction, research, and public service missions of the institution. Computing Centers, Division Computing Centers, Graduate Research Services, Instructional Research Computing, and Satellite Computing Centers are to be included in this category. Administrative data processing services should be included under the Functional Category of *Institutional Support – Administrative Computing Services*.

45 Ancillary Support: Includes those academic program support services not previously classified. These services normally would provide joint services to the instruction, research, and public service areas. Examples of such services are demonstration schools, teaching clinics, and university presses. The expenditures of teaching hospitals are excluded.

46 Academic Administration: Includes activities that provide administrative support and management direction to the instruction, research and public service programs. Academic administration includes college deans and associate support staff. The activities of top-level administrative officers, such as Vice Presidents and Vice Chancellors, should be included in the category of Executive Management. Departmental and Division Chairmen should be included in the Instruction program.

47 Academic Personnel Development: Includes those activities that provide the faculty with opportunities for increasing their personal and professional growth and development or that evaluate and reward their professional performance.

48 Course and Curriculum Development: This program also includes expenditures for planning and development activities established to improve or add to the instructional offerings of the academic programs. Examples include: college curriculum committees, curriculum development



research, curriculum evaluations, and experimental studies. These courses and curriculum developments should be intended for use in future course offerings (subsequent to the current budget period). Any improvements made to the current course offerings should be charged directly to the Instructional program.

Student Services. This category should include offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical wellbeing and to his or her intellectual, cultural, and social development outside the context of the formal instruction program.

51 Student Services Administration: Includes activities that cut across multiple student support subprograms or provide central administrative services to student service programs. Dean of Men, Dean of Student Personnel Services, Dean of Students, Dean of Women, and Director of Student Services are all classified in this category. Specifically excluded, however, would be the Director of Counseling, who would be classified under Counseling and Career Guidance. Also excluded is the Chief Administrative Officer of Student Affairs, as for example, the Vice President of Student Affairs, whose activities are categorized under Executive Management.

52 Social and Cultural Development: Includes activities established to provide for the social and cultural development of the student outside of the formal degree curriculum. It includes activities primarily supported and controlled by the student body, activities outside the curriculum program that have been established to expand the education experience of the student, general recreation activities for the student body, and activities established to support special student groups and organizations. Examples of such activities are foreign student offices, fraternity advisors, intramural athletics, lecture series, minority affairs offices, music groups/activities, orientation programs, student clubs, student government, student publications, student religious organizations, veterans offices, and visiting artist/concert series. Excluded from this category are intercollegiate athletics, the operation of athletic facilities and centers, and student parking, which must be classified in Auxiliary Enterprises.

53 Counseling and Career Guidance: Includes activities for formal placement, career guidance, and counseling services for the student. Activities to be included are those related to student personnel including personal and disciplinary counseling, those activities related to vocational testing and counseling and those activities related to aiding students in obtaining employment upon leaving the institution.

54 Financial Aid Administration: Includes activities to provide financial aid services and assistance to students. Included within this category are financial analysis, financial counseling, administration of work/study, student employment, and so forth.

55 Student Admissions: Includes activities conducted by an institution that relate to the recruitment of new students. The Admissions Office is included in this category.

56 Student Records: Included in this category are the Registrar's Office and activities related to the administration of student records.



57 Student Health Services: Includes activities related to student health services that are intended to provide basic emergency aid to students. All other health services should be reported as Auxiliary Enterprises or Hospital activities.

Institutional Support. This category should include 1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; 2) fiscal operations, including the investment office; 3) administrative data processing; 4) space management; 5) employee personnel and records; 6) logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; 7) support services to faculty and staff that are not operated as auxiliary enterprises; and 8) activities concerned with community and alumni relations, including development and fund raising.

61 Executive Management: Includes all central executive-level activities concerned with the overall management and long-range planning functions of the entire institution. Included within this category area are all aspects of executive direction including the governing board, the chief executive officer, and senior executive officers, such as the vice presidents.

62 Fiscal Operations: Includes activities such as fiscal control, investments, and similar functions related to the fiscal operations of the institution. Includes such operations as accounting, auditing, business office, debt collection, endowment management, grant accounting, investments, and payroll accounting.

63 General Administrative and Logistical Services: Includes all activities established for the central administrative operations, services, and functions of the institution as well as those activities related to personnel records for the faculty and staff. Activities in this category include: administrative services, affirmative action, personnel administration, room scheduling and space allocation. Excluded are those activities that relate to student admissions and records, which should be classified under Student Admissions or Student Records. The category also includes activities related to the procurement, storage and distribution of materials and supplies as well as the transportation and communication systems needed to support the campus-wide operation of an institution. Also included are those activities related to the environmental health and safety of the students and staff. Examples of such activities are: campus mail, campus security, campus transportation, duplicating services, garages, photo services, post offices, procurement, purchasing, storage and telephone service.

64 Administrative Computing Services: Includes activities for administrative computer services that have been established to provide the nonacademic support services of the institution such as general accounting, purchasing, payroll and personnel.

65 Public Relations and Development: Includes those institutional activities established to maintain relations with the local community, institutional alumni, and the public in general, and to conduct activities related to fund raising and development.



Operation And Maintenance Of Plant. This category should include the operation and maintenance of physical plants for all institutional activities, including auxiliary enterprises, and independent operations

71 Physical Plant Administration: Includes all activities for administrative and supervisory personnel such as superintendents and supervisors of the buildings and grounds and related operations.

72 Building Maintenance: Includes all activities pertaining to the maintenance and repair of educational and general buildings owned and operated by the institution.

73 Custodial Services: Includes all activities connected with the janitorial or custodial operation of the educational and general buildings of the institution.

74 Utilities: Includes all activities connected with the operation of the power plant of the institution.

75 Landscape and Grounds: Includes activities related to the maintenance and repair of external areas of the campus.

Auxiliary Enterprises. An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services.

91 Auxiliary Enterprises—Student

92 Auxiliary Enterprises—Faculty/Staff

93 Intercollegiate Athletics

Other.

A1 Independent operations – Institutional Operations. This category includes those operations that are independent of, or unrelated to, but which may enhance the primary missions of the institution.

A2 Independent operations – Outside Agencies. This category includes those operations that are independent of, or unrelated to, but which may enhance the primary missions of the institution and which are administered by an agency other than the reporting institution.

00 E&G Unassigned Areas: Areas which are unassigned at the time of the inventory because of present condition (inactive, unfinished, or undergoing alteration or conversion).

01 Auxiliary Enterprise Unassigned Areas: Areas which are unassigned at the time of the inventory because of present condition (inactive, unfinished, or undergoing alteration or conversion).

' '(Blank) Nonassignable: The areas a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building. Included should be space



subdivisions of the four nonassignable room use categories—building service (XXX), circulation (WWW), mechanical (YYY) and structural (ZZZ) that are used to support the building's general operation.

BO Hospitals: This category includes patient care operations of the hospital, including nursing and other professional services, general services, administrative services, fiscal services, and physical plant operations and institutional support.