

# CLAS Resource Calendar

## July

- Fiscal year allocations posted in late July (including corrections, adjustments for prior year)
- Review operating budget allocations - Student Wages, CSSM, and Equipment
- Review Personnel Lines - Faculty, PSS, AP & fringe benefits

## August

- Departmental Events & Meetings requests due to Dean's Office by August 31<sup>st</sup>
- Final budget line adjustments completed as needed
- Funding provided to Units for recruiting expenses for Units that received faculty lines in the current budget year

## September

- Annual Base budget, working budget and non-faculty personnel requests for the next fiscal year – Process begins in early September
  - Base funding requests should provide new seats, support student employment opportunities, maintain or increase functionality of facilities/equipment and also support significant program growth, which has caused a significant increase in program costs. *The base budget includes normal operating expenses for student wages, CSSM and equipment*
    - Base budget requests are prioritized based on strategic plans, potential to impact the broadest number of stakeholders, enrollment data, optimizing use of existing facilities and new program support.
  - *Non-faculty personnel requests include position requests for AP or PSS staff*
    - Requests are prioritized based on the assessed need for the replacement and student growth areas
  - *Working budgets support (one-time funding) for special events or other expenses* - These expenses typically support student wages or CSSM, but can sometimes include a one-year assignment for an AP position.
    - Requests are prioritized based on enrollment data, strategic plans, funding for special events, and optimizing existing spaces.

## October

- Annual budget requests due to the Dean's Office by October 2<sup>nd</sup>
- Facility requests for **existing** programs due to the Dean's Office by October 2<sup>nd</sup>
  - Associate Dean for Space Community Engagement Research & Grants meets with representatives from Facilities and Planning and the Provost's office to review and prioritize requests based on:
    - **Impact on current student learning** to include new pedagogy, increasing student enrollment, ADA compliance etc;
    - **Anticipated cost** - If the cost of the request is substantial (such as adding a specialty classroom or major square footage) it will be ranked lower and placed on a list of needs for new construction.
- Quarterly review of all departmental resources, including general funds, designated and restricted funds

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### January

- Quarterly review of all departmental resources, including general funds, designated and restricted funds

### February

- Visiting faculty position requests for the next academic year
  - Requests are reviewed and prioritized by Associate Dean for Faculty Resources and Scheduling and the Dean based on:
    - Enrollment and staffing trends; areas of highest student demand; curricular, accreditation and certification requirements; impact on liberal education; sabbaticals, retirements and resignations; availability of adjuncts; efficient use of existing staff.
- Facility requests for **new** programs
  - Associate Dean for Space Community Engagement Research & Grants meets with representatives from Facilities and Planning and the Provost Office to review and prioritize requests based on:
    - **Impact on student learning** to include new pedagogy and projected student enrollment
    - **Anticipated cost** of the request. If the cost of the request is substantial (such as adding a specialty classroom or major square footage) it will be ranked lower and placed on a list of needs for new construction.
    - If the program has been approved by UCC and the Provost, then all parties collaborate to find a suitable classroom.

### March

- Year-end equipment proposal packages sent to Unit Heads in early March
- Year-end equipment proposals due by the end of March
  - Equipment requests are prioritized based on need; equipment replacement schedules; and updates needed to address changing technology and pedagogy.
  - Equipment needed to support faculty/student research and shared equipment for faculty-specific research are also considered.

### April

- Year-end equipment proposal notices sent to Unit Heads – mid April
- Year-end budget projections due mid-April
- Quarterly review of all departmental resources, including general funds, designated and restricted funds
- **New TT and Affiliate Faculty line** requests
  - Units are provided with enrollment and staffing statistics for prior years;
  - Units submit prioritized list of new or replacement faculty positions (including affiliate positions) requested for coming year.
  - Associate Deans and the Faculty Council independently review and prioritize position requests and submit to Dean;
  - Dean reviews and sends Provost his prioritized list of all faculty position requests for coming year.
    - Priorities based on: Enrollment and staffing trends; areas of highest student demand; curricular, accreditation and certification requirements; impact on liberal education; retirements and resignations; availability of adjuncts; efficient use of existing staff.

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### May

- If necessary, follow up year-end budget projections due in late May
- Complete year-end equipment orders by the end of May

### June

- Weekly review of all departmental resources, including general funds, designated and restricted funds
- Ensure that all year-end equipment and other requisitions are entered & approved in Banner Finance by the Business & Finance deadline (sometime in mid-June)
- Eliminate unnecessary encumbrances in Banner by due dates
- Check status of anticipated internal transfers
- Carefully make Pcard purchases so that expenses post in the appropriate fiscal year
- Year-end close for operating FOPS (early July)