

**FY 2019 Timeline for CAS Budget Processes & Procedures**

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| --- | --- | --- | --- |
| **sept** | **oct** | **nov** | **dec** |
| **Thursday, Sept 13, 2018**  At initial Chairs’ retreat, Dean releases details on budget meeting processes/procedures and shares budget template guidance for subsequent budget cycle. CAS Administrative Specialist begins scheduling November budget meetings with Chairs.  Chairs begin hiring plan discussions with faculty. Chairs begin work on developing departmental maps.  **Friday, Sept 28, 2018**  Departments receive Budget Templates for GTA, S-Cs, S&E and Temp renewals. | **Monday, Oct 1**  Departmental maps due  **Beginning of Oct**  Faculty hiring narrative, to include new temporary faculty requests, are distributed via qualtrex survey.  **Wednesday, Oct 24, 2018**  Completed templates from all departments due to Director, Finance & Analytics for review, data clean-up/compiling.  **Wednesday, Oct 31, 2018**  Director, Finance & Analytics release/distribute completed templates to Associate Deans for review and analysis.  Hiring Plan narratives due to Associate Deans from Department Chairs.  **Thursday, Nov 1, 2018**  CAS leadership preprocesses requested data, determines needs to be discussed in detail at budget meetings. | **Nov 1-30, 2018**  Budget meetings with Department Chair, Associate Dean, and Dean focusing on position planning.  Support fund changes will be addressed through communications w ith Associate Deans. | **Wednesday, Dec 5, 2018**  College leadership meets to review and validate allocation requests based on responses at budget meetings.  **Wednesday, Dec 19, 2018**  If possible, Dean’s office releases next FY20 allocation amounts for GTA, S‐C (adjunct teaching‐regular sessions and all special sessions), and approval to renew temporary faculty into the following FY.  Faculty hiring discussions commence with Provost and President’s office, release of faculty search approvals anticipated in early spring. |

* ***Dates for release of hiring plans, S&E are dependent on Budget Office notification of college budget. All dates are subject to change if central due dates conflict with college schedule***



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