



FY 2023 Timeline for CAS Position Planning & Budgeting

Sept	Oct	Nov	Dec
<p>Thursday, Sept 8, 2022 At Chairs retreat, Dean releases details on strategic planning meeting processes/procedures.</p> <p>Thursday, Sept 22, 2022 At Chairs meeting, Dean shares detailed position planning guidance and budget template guidance for subsequent budget cycle. Templates for the creation of Department maps to be distributed.</p> <p>Chairs begin hiring plan discussions with their faculty, build strategy document, and update department map.</p> <p>Thursday, Sept 29, 2022 Departments receive budget templates for GTA, S-Cs, S&E and Temp renewals.</p>	<p>Beginning of Oct Departments receive Qualtrics survey to be used for submitting faculty hiring requests.</p> <p>Assistant to the Dean begins scheduling November strategic planning meetings.</p> <p>Wednesday, Oct 19, 2022 Completed templates from all departments due to Director, Finance & Planning for review, data clean-up/compiling.</p> <p>Wednesday, Oct 26, 2022 Director, Finance & Planning release/distribute completed templates to Associate Deans for review and analysis.</p> <p>Thursday, Oct 27, 2022 Faculty hiring requests, strategy document, and department maps due.</p> <p>Friday, Oct 28, 2022 CAS leadership preprocesses budget requests, determines needs to be discussed in detail at strategic planning meetings.</p>	<p>Nov 1-30, 2022 Strategic planning meetings with Dean, Associate Dean, Chief Operating Officer, Chief of Staff, Director, Finance & Planning, Department Chair, and Department Administrator</p>	<p>Monday, Dec 5, 2022 College leadership meets to review and validate budget allocation requests and to review and formulate the College strategic hiring plan.</p> <p>Wednesday, Dec 21, 2022 If possible, Dean’s office releases FY23 allocation amounts for GTA, S-C (adjunct teaching-regular sessions and all special sessions), and approval to renew temporary faculty into the following FY.</p> <p>Faculty hiring discussions commence with Provost and President’s office, release of faculty search approvals anticipated in late Spring.</p>

- ***Dates for release of approved budget requests and faculty hiring authorizations are dependent on the Provost and Budget Office timelines. All dates are subject to change if central dates conflict with College schedule.***