



Academic Affairs Internal Budget Process

Beginning in FY19, annual operating budgets will be allocated based upon a review of needs and a review of KPI's and program performance. Within discrete units of the university, each Dean/Director is responsible for the initial budget development, reallocation process, and monitoring and addressing overages within their unit.

Budget Process

The budget process is managed by the Director of Budget and Payroll-DBP. The Budget Office will initiate the process and instruct department budget managers of requirements and deadlines for submitting the budget forms. In tandem with the process outlined by the DBP, each budget manager within the Academic Affairs unit will meet with the Provost and Executive Assistant to discuss budget plans (concerns and proposals).

1. Budget managers will submit required forms to the Provost via Executive Assistant
2. The Executive Assistant will create a spreadsheet of the additional budget requests within Academic Affairs.
3. The Provost will then review and prioritize the requests received from all departments within Academic Affairs.



Re-allocation Process

Within a fiscal year, every position vacancy due to resignation, retirement, or tenure relinquishment is an opportunity for discussion about current and future needs within the unit of Academic Affairs. The protocol for *replacement, reallocation, or temporary one-time-only use of positional monies for other purposes* is as follows:

- 1) Upon receipt of the letter of resignation, the Budget Office will reallocate the remaining position budget to the Institutional Reserves.
- 2) The AA budget process assumes regular conversations occur with VP/Provost, AA Executive Assistant, and Dean/Director regarding ongoing needs. However, justification for replacement must align with institutional priorities and provide supporting relevant data or position audit if deemed useful to the decision-making process.
 - a. No changes to position-replace and initiate search process
 - b. Changes to position-replace and initiate search process
- 3) When replacement of the position is not warranted, budget is remitted to institutional reserves for permanent reallocation utilizing the institutional budgeting process.

Mid-Year Request for Additional Budget

Departments requesting additional budget (Temporary or Permanent) during the academic year are expected to complete a Scope document and submit to the VP/Provost. Justification for increasing departmental budgets must align with institutional priorities.