Twice a year (fall and spring), Faculty provide their request to Chairs.

Chairs gather faculty requests and present their recommendations to the Dean of their College. *

Deans take the Chairs recommendations, prioritize their requests and present their recommendations to the Provost. A copy is sent to the CBO and saved on the T drive for access by campus. **

Provost, Deans, Assistant Chancellor for Business and Finance (ex officio), Faculty Senate Chair (ex officio), and Chancellor (ex officio) review requests in a meeting open to campus and make recommendations to the Chancellor.

Chancellor makes final budgetary decision.

Decisions are communicated to campus.

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* Before requests reach the Budget Review Committee, each area submitting a request should consult with HR on items related to their areas to ensure realistic cost projections and feasibility of proposals.

** Copies of all requests are to be submitted to the CBO in 111 North Hall.

*** On rare occasions, if the Deans identify a program that requires an exception, a program may bypass the central pool process if approved by the Chancellor.