Semi-annual Budget Process for Campus Pool

Budget requests come from the following key areas:

**Colleges**
- Faculty provide their request to Chairs
- Chairs gather faculty requests and present their recommendations to their Deans
  - * Deans take the Chairs recommendations and present their recommendations to the Provost **

**Academic Affairs Units**
- Program Directors gather requests and present their recommendations to the Provost
  - * Provost takes the Deans and Directors recommendations and forwards his/her recommendations to the Budget Review Committee

**Non-academic Units**
- Department Directors gather requests and present recommendations to their representative Chancellor’s Cabinet member
  - * Representative Chancellor’s Cabinet members take the Directors recommendations and forward their recommendations to the Budget Review Committee

**Governance**
- Faculty Senate sends requests to Provost, Academic Staff Senate, and University Staff Senate send requests to Chancellor

**University-Wide Strategic Initiatives**
- SPPC reviews proposed initiatives and forwards recommendations to Faculty Senate

**Budget Review & Recommendation Committee (meetings open to campus)**
- Recommending Members are Provost, CBO, Executive Assistant to the Chancellor and AVC for University Advancement. Non-recommending members are Faculty Senate Chair, Academic Staff Senate Chair, University Staff Senate Chair, and Student Senate President. The Chancellor is an ex officio member.

- Chancellor makes final budgetary decision
- Decisions are communicated to campus

* Before requests reach the Budget Review Committee, each area submitting a request should consult with DoTS, Facilities, and 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.