

**Plan/Budget Development Calendar – FY2020**  
**Academic and Student Affairs**

- Oct 24** Information on FY2020 planning/budgeting process is distributed to all unit heads which includes the President’s memo outlining planning priorities for FY2020.
- College deans should meet with their department chairs and departmental planning committees to discuss how to address the planning process in a coordinated manner.
- Nov 15** UHS Board of Regents meeting
- Nov 8, Nov 29, Dec 6** **Look-Back Exercise.** During the PBDC meetings held over this period the vice presidents will report on their division’s use of additional funds – Operating, Reallocations, and HEAF – allocated for FY2018 (last completed fiscal year).
- Jan 14** Department chairs/unit heads submit draft FY2020 plans to their dean/VP. If the dean/VP has questions or believes that changes are needed, the dean/VP will meet with the department chairs and/or planning committees.
- Feb 4** Deans/VP send preliminary draft FY2020 college plan to their faculty for review and comment, and to the Provost for preliminary review. (Recommended faculty meetings to discuss budget to be held the week of Feb 18, 2019).
- Feb 25** Deans/VP submit updated FY2020 draft college plans to the Provost. After the Provost reviews each plan, meetings are held with the deans/VPs to discuss the plans and make any needed adjustments. (Recommended faculty meetings to discuss budget to be held the week of Mar 4, 2019).
- Mar 29** VP SA submits final FY2020 division plan to the PBDC.
- Apr 4** VP SA presents high priority FY2020 initiatives to the PBDC.
- Apr 5** VP AA submits final FY2020 division plan to the PBDC.
- Apr 11** VP AA presents high priority FY2020 initiatives to the PBDC.
- Apr 18 & Apr 25** PBDC deliberates and determines final rankings of all initiatives presented by the respective vice presidents.
- May 3** PBDC submits its ranked recommendations to the President.
- July 8 (Est.)** Final Campus Plans & Budgets due to UHS for assembly and consolidation.
- Aug 5 (Est.)** Agenda deadline for items going to the UHS Board of Regents August 2019 meeting, to include the UHS Plan & Budget.
- Aug 22** UHS Plan and Budget is considered by the UHS Board of Regents.
- Sept** Open Forum on UHS FY2020 Plan & Budget.