BRIEF OVERVIEW
OF THE
ACADEMIC AFFAIRS
BUDGET PLANNING AND ALLOCATION PROCESS
2009-2014

Introduction

The overall objective of the Budget Planning and Allocation Process is to provide an
understandable and defensible budget allocation to each unit that reflects the unit's
goals in the context of the University's Academic Plan, President's vision and unit's
strategic plans.

Resource allocation decisions are guided by the strategic priorities, analysis of unit
productivity and success, resource availability, quality improvements, cost
effectiveness, and innovation.

Through this process, the budget becomes a manifestation of our strategic planning
and priorities.

Summary of Budget Allocation Process

The overall budget process has included:

Budget Narrative

The budget narrative is first and foremost the key annual planning document for
each unit and must reflect input on resource needs and strategic directions from
departments and/or faculty.

The budget narrative should include a concise list of highest priority resource needs
for the college/unit for the following fiscal year. These strategic requests must be
accompanied by a clear justification related to the Academic Plan and the individual
unit strategic plan as well.

The budget narrative also should include an overview of unit performance; a
discussion of quality and diversity initiatives; efficiency and effectiveness initiatives;
and progress made on activities such as increasing student success and retention;
engaging full-time faculty in the first year experience and enhancing research and
service activities of the faculty.
The purpose of the public presentation is to insure transparency across units and to provide an informational basis that might encourage cross-unit collaboration in teaching/learning, research/scholarship, service/outreach, or administrative functions.

Each unit head (Dean, Vice Provost, CIO, etc.) is expected to make a 15-minute public presentation that highlights the unit’s mission, relationship between its plan and overall university priorities, and summarizes unit performance information.

The presentation may include a general summary of unit needs and overall directions, but need not include detailed budget information.

**Budget Hearing**

The budget hearing is a closed meeting involving the Dean and one or two others from the unit (usually the Financial Manager) and the Provost, Director of Budget, and other senior leaders.

These meetings, which will typically last from 60 to 90 minutes, are designed to explore issues related to budget in further detail and for follow-up questions. Each Dean must be prepared to make a 30-minute presentation during the individual college budget hearing that addresses issues that are relevant to the their college and university mission.

The budget hearing may also provide an opportunity for discussion of unique challenges or opportunities confronting the university and/or the specific unit.

**Post Budget Allocation Presentation**

Post budget allocation presentation by the Office of the Provost identifies the strategic investments made to in each college/unit and again insures transparency across units.