



# FY 2022 Timeline for CAS Position Planning & Budgeting

Sept	Oct	Nov	Dec
<p><b>Thursday, Sept 9, 2021</b> At Chairs retreat, Dean releases details on position planning and budget meeting processes/procedures.</p> <p><b>Thursday, Sept 23, 2021</b> At Chairs meeting, Dean shares detailed position planning guidance and budget template guidance for subsequent budget cycle.</p> <p>Chairs begin hiring plan discussions with their faculty. Chairs begin work on updating departmental maps.</p> <p><b>Thursday, Sept 30, 2021</b> Departments receive budget templates for GTA, S-Cs, S&amp;E and Temp renewals.</p>	<p><b>Beginning of Oct</b> Departments receive Qualtrics survey to be used for submitting faculty hiring requests.</p> <p>Assistant to the Dean begins scheduling separate November budget and position planning meetings with Chairs.</p> <p><b>Wednesday, Oct 20, 2021</b> Completed templates from all departments due to Director, Finance &amp; Analytics for review, data clean-up/compiling.</p> <p><b>Wednesday, Oct 27, 2021</b> Director, Finance &amp; Analytics release/distribute completed templates to Associate Deans for review and analysis.</p> <p><b>Thursday, Oct 28, 2021</b> Faculty hiring requests and department maps due.</p> <p><b>Friday, Oct 29, 2021</b> CAS leadership preprocesses budget requests, determines needs to be discussed in detail at budget meetings.</p>	<p><b>Nov 1-30, 2021</b> Budget meetings with Department Chair, Department Administrator, Associate Dean, Director - Finance &amp; Analytics, &amp; Senior Business Officer.</p> <p>Position planning meetings with Department Chair, Associate Dean, Dean, and Chief of Staff.</p>	<p><b>Monday, Dec 6, 2021</b> College leadership meets to review and validate budget allocation requests and to review and formulate the College hiring plan.</p> <p><b>Wednesday, Dec 15, 2021</b> If possible, Dean's office releases FY23 allocation amounts for GTA, S-C (adjunct teaching-regular sessions and all special sessions), and approval to renew temporary faculty into the following FY.</p> <p>Faculty hiring discussions commence with Provost and President's office, release of faculty search approvals anticipated in late Spring.</p>

- ***Dates for release of approved budget requests and faculty hiring authorizations are dependent on the Provost and Budget Office timelines. All dates are subject to change if central dates conflict with College schedule.***