## WCU Budget Process Calendar 2016-17

Website: budgetprocess.wcu.edu

### Instructions
- Budget Instructions released.
- **September 10**

### Submit Budget Requests to Unit/Department Head
- **Non-Academic Divisions** - Departments submit their budget requests to Vice Chancellor. Dates may vary by Division.
  - **October 30**
- **Academic Affairs Division** - Departments submit their budget requests to Dean/Appropriate Unit leader.
  - **October 23**

### Division/College/Academic Unit-Level Budget Hearings
- **Non-Academic Divisions** - Divisions hold budget hearings by:
  - **January 19**
- **Academic Affairs Division** - Colleges/Units hold budget hearings by:
  - **November 23**

### Submit College/Academic Unit Budget Requests to Provost
- **Academic Affairs Division Only** - Deans/Unit leaders submit budget requests to Provost
  - **November 23**

### Presentation of College/Academic Unit Budget Requests
- **Academic Affairs Division Only** - Deans/Unit leaders present budget requests to Provost Council
  - **December 2**
  - 8 - 10 am
  - **Chancellor’s Boardroom**

### Provost Council discusses Academic Affairs budget requests
- **January 7**
  - 1:30-3:30 pm
  - **UC Dogwood Room**

### Submit to Chancellor
- **Non-Academic Divisions** - Vice Chancellors/Division heads submit budget request to Chancellor.
  - **January 21**
- **Academic Affairs Division** - Provost submits budget request to Chancellor.
  - **January 21**

### Chancellor’s Budget Hearing
- Provost and Vice Chancellors/Division heads present their requests.
- Open to all of campus. The Chancellor’s Leadership Council and Budget Advisory Committee should plan to attend.
  - **January 28**
  - 1-4 pm
  - **Blue Ridge Conference Room**

### Joint Meeting of Chancellor Leadership Council & Budget Advisory Committee
- The Chancellor’s Leadership Council and Budget Advisory Committee meet to discuss budget requests.
  - **February 8**

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WCU Budget Office
September 1, 2015