WCU 2016-17 UNIVERSITY BUDGET REQUEST INSTRUCTIONS & PROCESS

Budget requests for College and Divisional Hearings will be posted to the website budgetprocess.wcu.edu as requests are received.

ACADEMIC AFFAIRS DIVISION

- **Requests:** Budget requests will align with the 20/20 Vision. Requesters will submit recurring and one-time budget requests on electronic templates to the college Dean/Associate Vice Chancellor/Provost as appropriate. Requests will address outcomes from any program prioritization, and/or program, administrative, and accreditation reviews in the request justification.
  - **One-Time Budget Requests (Forms 1 and 2)** – each request must be listed in priority order (Form 1) and have a justification (Form 2). These requests are specific to the unit. A unit may seek and receive bids in anticipation of the possible release of one-time monies. Goods or services that cost greater than $5,000 will require bids which must go through the WCU Purchasing Department. The act of seeking and receiving bids does not obligate WCU to purchase that good or service. Be prepared to issue purchase orders based on bids, in case WCU is in a position to purchase before June 30, 2016.
  - **Recurring Requests (Forms 3 and 4)** – each request must be listed in priority order (Form 3) and have a justification (Form 4). These requests are specific to the unit.
  - **University-wide Initiatives (Forms 5 and 6)** – each request must be listed in priority order and have a justification. A university-wide initiative is a request that affects the entire university, such as a program or software package that benefits the entire university.

- **College Hearings:** Each College will schedule and hold a public budget hearing by November 23rd. Submit budget requests to Greg Hodges (Provost Office) and Ann Green (Budget Office) at least one business day prior to the college’s public hearing for posting to the website.

- **Submission to Provost:** Each Dean will submit his/her college’s budget requests to the Provost by noon on November 23.

- **Provost Council Discussion:** The Provost Council will discuss Academic Affairs budget requests at the January 7th meeting.

- **Submission to Chancellor:** The Provost will submit Academic Affairs budget requests to the Chancellor by January 21. The Provost will submit budget requests to Ann Green in the Budget Office by end of day on January 21 for posting to the website.
ALL OTHER DIVISIONS (Non-Academic)

- **Requests:** Budget requests will align with the 20/20 Vision. Requesters will submit recurring and one-time budget requests on the electronic templates to the Vice Chancellor/Divisional head. Requests will address outcomes from any administrative and/or accreditation reviews in the request justification.
  - One-Time Budget Requests (Forms 1 and 2) – each request must be listed in priority order (Form 1) and have a justification (Form 2). These requests are specific to the unit. A unit may seek and receive bids in anticipation of the possible release of one-time monies. Goods or services that cost greater than $5,000 will require bids which must go through the WCU Purchasing Department. The act of seeking and receiving bids does not obligate WCU to purchase that good or service. Be prepared to issue purchase orders based on bids, in case WCU is in a position to purchase before June 30, 2016.
  - Recurring Requests (Forms 3 and 4) – each request must be listed in priority order (Form 3) and have a justification (Form 4). These requests are specific to the unit.
  - University-wide Initiatives (Forms 5 and 6) – each request must be listed in priority order and have a justification. A university-wide initiative is a request that affects the entire university, such as a program or software package that benefits the entire university.

- **Division Hearings:** Each Division will schedule and hold a public budget hearing by January 19. Each department head will present his/her budget requests. The Chancellor’s Leadership Council and the Budget Advisory Committee members will be invited to attend the presentations. Each presentation will be limited to 15 minutes. Submit budget requests to Ann Green at least one business day prior to the public hearing for posting to the website.

- **Submission to Chancellor:** The Vice Chancellor will prepare his/her budget requests for the Chancellor’s Budget Hearings and submit to the Chancellor by January 21. Submit budget request to Ann Green in the Budget Office by January 21 for posting to the website.

**UNIVERSITY-WIDE BUDGET HEARINGS** (see budgetprocess.wcu.edu for times & location)

- Chancellor’s Budget Hearing will occur January 28, 1-4 pm:
  - Each member of the Executive Council will present his/her Division’s prioritized budget requests.
  - Presentations are limited to 25 minutes.
  - The Chancellor’s Leadership Council and the University Budget Advisory Committee should attend.

- Chancellor’s Leadership Council & Budget Advisory Committee Budget Retreat will occur February 8:
  - The Chancellor’s Leadership Council and the Budget Advisory Committee will engage in dialogue regarding institutional budget priorities.