

WCU BUDGET PROCESS CALENDAR 2017-18

[Website: budgetprocess.wcu.edu](http://budgetprocess.wcu.edu)

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| <p>1 Instructions
Budget Instructions released.</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">September 30</div> | |
| <p>2 Submit Budget Requests to Unit/Department Head
 Non-Academic Divisions - Departments submit their budget requests to Vice Chancellor. Dates may vary by Division.
 Academic Affairs Division - Departments submit their budget requests to Dean/Appropriate Unit leader.</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">October 31</div>
<div style="border: 1px solid black; padding: 2px; display: inline-block;">October 31</div> | |
| <p>3 Division/College/Academic Unit-Level Budget Hearings
 Non-Academic Divisions - Divisions hold budget hearings by:
 Academic Affairs Division - Colleges/Units hold budget hearings by:</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">January 16</div>
<div style="border: 1px solid black; padding: 2px; display: inline-block;">November 22</div> | |
| <p>4 Submit College/Academic Unit Budget Requests to Provost
 Academic Affairs Division Only - Deans/Unit leaders submit budget requests to Provost</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">November 22</div> | |
| <p>5 Presentation of College/Academic Unit Budget Requests
 Academic Affairs Division Only - Deans/Unit leaders present budget requests to Provost Council</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">December 15</div> | <p><i>8:30 - 11:45 a.m.</i>
<i>UC Dogwood Room</i></p> |
| <p>6 Provost Council discusses Academic Affairs budget requests</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">January 11</div> | <p><i>8:30 - 10:00 a.m.</i>
<i>Chancellor's Boardroom</i></p> |
| <p>7 Submit to Chancellor
 Non-Academic Divisions - Vice Chancellors/Division heads submit budget request to Chancellor.
 Academic Affairs Division - Provost submits budget request to Chancellor.</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">January 20</div>
<div style="border: 1px solid black; padding: 2px; display: inline-block;">January 20</div> | |
| <p>8 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.</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">January 26</div> | <p><i>1-4 p.m.</i>
<i>Blue Ridge Conf. Room</i></p> |
| <p>9 Joint Meeting of Chancellor Leadership Council & Budget Advisory Committee
 The Chancellor's Leadership Council and Budget Advisory Ccommittee meet to discuss budget requests.</p> | <div style="border: 1px solid black; padding: 2px; display: inline-block;">February 20</div> | |

WCU Budget Office
09/23/16