

The University of Tennessee at Chattanooga
Budget Planning Process
FY 2016-17

Aug. - Sept.	Planning process shared with the Executive Leadership Team for input before presenting to the campus. Final version shared with campus and UPRAC.
Sept. 2015	FY 2014-15 Year-End Close Report presented to the Chancellor and Executive Leadership Team; inclusive of a report of all carry-over funds and proposed encumbrances.
Sept. 11 – 20, 2015	Dean will meet with department heads and discuss the planning process. Instructional, scholarship, and service priorities will be established to support the institutional strategic plan.
Sept. 21 – Oct. 23, 2015	Campus units begin the budget planning process with unit head. All requests should be aligned with the institutions strategic plan. Departmental level fiscal planning which includes ongoing program review of all academic and non-academic programs for efficiency and effectiveness with qualitative and quantitative benchmarking; any evaluations of THEC identified “low” producing programs; a review of investments of E&G support for non-core instructional programs; staffing and organizational alignment reviews and benchmarking; institutional effectiveness assessments; a review of the current base budget expenditures with a goal to realign where appropriate; data informed assessment of ROI (Return on Investment) for any new resource requests. (Unit head for Academic Affairs would be the department head.)
Oct. 22 – Nov. 6, 2015	Unit heads in within a division set division priorities based on established unit priorities. (The division for Academic Affairs would be a department within a college, thus department heads would work collaboratively with the dean to establish college budget priorities.)
Nov. 7 - 30, 2015	Unit heads present budget priorities to the division head. Division head develops overall budget request priorities working with personnel in the division as appropriate. (For Academic Affairs this would be deans and provost working out priorities.)
December 2015 (Early)	Budget priorities for each Vice Chancellor shared with UPRAC in a common format. Mandatory, lab, course or other specialized fees should be submitted, including those approved through the curriculum development process. (Should be a standard overview request presented by each vice chancellor)****New faculty positions and key Staff Positions reviewed and selected for recruitment ***)

January 2016	UPRAC meets to discuss major budget priorities and alignment with goals of the UTC Strategic Plan and provide input.
February 2016 (Mid)	Final budget priorities presented to the chancellor by vice chancellors. Document presented to the Chancellor will include an agreed upon salary pool and compensation plans for the upcoming fiscal year.
March 2016 (Early)	Chancellor and Executive Leadership Team make final budget decisions.
March 2016 (Late)	Chancellor hosts town hall meeting to share proposed budget with campus.
May 2016	UT System to Campus visit to present proposed UTC budget.
June 2016	UT Board of Trustees approves proposed budget.