

## Academic Affairs Timeline for Preparation of 2008-09 Budget

Oct / Nov 2007	Prepare program data, budget parameters, budget forms
Nov / Dec	Preparation of program data and budget bases
Nov 1	Provost's budget call
Nov 5	Dean's budget call
Dec 5	ARC organizational meeting; review of data
Nov / Dec	Units prepare budget requests (deans / administrators review with Provost) Programs prepare budget requests (chairs review with Dean)
Dec 19	Administrative units submit budget requests
Jan 11 2008	Dean submits combined budget request for academic programs
Jan 14	Budget presentations to ARC -- Deans and Administrators
Jan 15	Budget presentations to ARC -- Dean of Faculty for academic programs areas
Jan / Feb	ARC deliberates and prepares division budget recommendation
Mar 7	ARC meets with Provost to present and review recommendation
Mar 10	ARC recommendation sent to deans, chairs, and administrators
Mar	Provost reviews and finalizes general fund budget presentation
Apr	Academic Affairs budget presentation to SBC
Apr	Presentation sent to ARC, deans, chairs, and administrators
May/June	Tentative budgets sent to units (BV 1 or 2)
May /June	Preparation of non-general fund budgets

This timeline is prepared in the context of the following:

Classes begin 1/22

Recruitment is scheduled for 2/1 2/8 2/15

Spring break is 3/17 - 3/21

Cesar Chavez is 3/31