

Budget & Planning Timeline from the PBO (updated 10/20/2016)**CATEGORY**

<u>JULY</u>	
previous FY close	FY
build new FY budget in system	FY
fall/spring term chair contracts distributed	contracts
update revisions / additions to class / lab fees to PBO web page	fees
<u>AUGUST</u>	
distribute summer session profit sharing monies to deans & departments	budget
deans submit concepts for possible USM enhancement monies	USM/A&F
update A&F FY Institutional Student and Faculty Info Sheets for USM	USM/A&F
update divisional budget and expenditure tables on IR website	budget
<u>SEPTEMBER</u>	
"01" faculty salary pool update and meetings with deans	budget
distribute college and departmental faculty salaries to deans	budget
preliminary enrollment projections for next FY submitted to A&F	USM/A&F
USM budget reduction exercise (annual)	USM/A&F
<u>OCTOBER</u>	
Academic Affairs Divisional Budget Open Forum (annual)	budget
new academic program concepts proposals due to PBO	NPR
<u>NOVEMBER</u>	
lists of all lecturers and their consecutive years of service sent to deans (for renewals)	contracts
new position and monies for next FY request directions sent to deans and division units (pending availability)	FY
<u>DECEMBER</u>	
one-time funding requests from colleges submitted to PBO (pending availability)	budget
lists of lecturers, clinical faculty, & visiting faculty sent from PBO to deans (for renewals)	contracts
new academic program review (NPR) concept committee meets	NPR

Budget & Planning Timeline from the PBO cont.**CATEGORY**

<u>JANUARY</u>	
distribution of one-time funding to deans (pending availability)	budget
merit lists for all faculty sent from PBO to deans	merit
submissions of requests for new positions and monies for next FY submitted to PBO (pending availability)	FY
<u>FEBRUARY</u>	
"01" faculty salary pool update and meetings with deans	budget
10-year enrollment projections submitted to USM	USM/A&F
deans return lists of lecturers, clinical faculty, & visiting faculty sent to PBO	contracts
LIMS negotiation with provost finalized	FY
<u>MARCH</u>	
financial services notice sent for procurement deadlines	FY
merit lists returned to PBO by deans	merit
new academic program concepts proposals due to PBO	NPR
<u>APRIL</u>	
college part-time / adjunct budgets for next FY estimated	FY
confirmation from deans on summer chair appointments	contracts
plant fund contribution requests from colleges submitted to PBO	FY
<u>MAY</u>	
confirmation from deans on fall/spring chair appointments	contracts
PBO sends renewal contracts to lecturers, clinical faculty, & visiting faculty	contracts
plant fund contribution requests from PBO to A&F	FY
requests for any reallocation of BOYB non-personnel / operating monies for each college	FY
submit revisions / additions to class / lab fees to bursar's office	fees
summer chair contracts distributed	contracts
<u>JUNE</u>	
build next FY budget in system	FY
previous FY close	FY
new academic program review (NPR) concept committee meets	NPR