

PLANNING CALENDAR
2003-2004

Throughout Year	Self-Studies
August 1-October 31	Assessment Plans for current academic year, and Strategic Plans developed/revised/updated by departments and forwarded to the dean or vice-president.
November 1 to November 15	Dean/vice president reviews Planning documents and makes recommendations. Dean convenes College Academic Council and prioritizes planning documents. Dean prepares executive summary of planning requests and forwards summary and all planning documents to the Office of Institutional Effectiveness.
November 16 to November 30	Planning documents are placed on the Office of Institutional Effectiveness Web Site.
January 12 to January 23	Provost convenes Deans' Council to review executive summaries and planning documents. Provost integrates executive summaries and forwards summaries and all planning documents to the Institutional Effectiveness Council for approval.
February 2 to February 13	Institutional Effectiveness Council reviews summaries and planning documents. The Council establishes institutional priorities and strategic plans based on the integrated planning statements and executive summaries.
February 16 to February 27	Provost/vice president provides feedback to department/unit head regarding the decisions of the Institutional Effectiveness Council.
March 1	Provost, Vice Presidents and Athletic Director submit synopsis of budget priorities to President
April 19	Budget request forms are submitted to Academic Units to be returned by May 1
May 19	Staff Salary Equity Committee meets
June 14	President's Council meets with UWA Board Budget and Finance Committee to discuss budget projections.
July 5-July 9	Budget reviews take place at President's Council level, with final approval of President by July 15.
July 12 – July 23	Approved budgets are prepared on standard budget and salary forms and provided to the Vice President for Financial Affairs no later than July 24.
July 26 – August 20	Budgets are checked, assembled and put in proper format for presentation to UWA Board Chairman of Budget and Finance Committee.
August 23	Budget sent to UWA Chairman of Budget and Finance Committee for review.
August 30	Budget sent to Board of Trustees for review prior to the September Board Meeting.
Budget Philosophy:	All budgets will be prepared and discussed in open forums from the unit level through the President's Executive Committee.