

PLANNING CALENDAR  
2004-2005

Throughout Year	Self-Studies
August 1 to November 15	Assessment Plans for current academic year, and Strategic Plans developed/revised/updated by departments and forwarded to the dean or vice-president.
November 15 to December 1	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.
December 1 to December 15	Planning documents are placed on the Office of Institutional Effectiveness Web Site.
January 10 to January 21	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 1 to February 11	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 14 to February 25	Provost/vice president provides feedback to department/unit head regarding the decisions of the Institutional Effectiveness Council.
March 7	Provost, Vice Presidents and Athletic Director submit synopsis of budget priorities to President
April 18	Budget request forms are submitted to Academic Units to be returned by May 1
May 2	Staff Salary Equity Committee meets
May 9	Budget reviews take place at President's Council level.
May 16	President's Council meets with UWA Board Budget and Finance Committee to discuss budget projections.
June 6	Budget presented to Board of Trustees for approval.
June 15	Approved budgets are prepared on standard budget and salary forms and provided to the Vice President for Financial Affairs no later than June 30.
September 12	Approved budget presented to Board of Trustees.
<b>Budget Philosophy:</b>	All budgets will be prepared and discussed in open forums from the unit level through the President's Executive Committee.