

The University of Tennessee at Chattanooga
Budget Planning Timeline
FY 2023-24

| | |
|-------------------|--|
| Oct./Nov. 2022 | <p>Budget and Finance Office will work with each major division on the following:</p> <ol style="list-style-type: none">1. Funding parameters including requests for top priority items2. Previous “Soar in Four” funding allocations review and justification for faculty positions.3. Plan for possible non-recurring budget reduction or reallocation based on unknown enrollment needs. |
| November 14, 2022 | <p>UPRAC meeting consisting of:</p> <ol style="list-style-type: none">1. FY 2022 year-end financial report2. FY 2024 projected revenue3. FY 2024 projected fixed costs4. FY 2024 budget priorities discussion |
| November 16, 2022 | <p>Campus wide budget manager meeting to review FY 2024 budget materials.</p> |
| November 16, 2022 | <p>Distribute the FY 2024 budget request template to each division and college.</p> |
| November 2022 | <p>Departments begin their internal budget planning process by establishing priorities for FY 2024. All requests should be aligned with the institutional strategic plan and established priorities.</p> |
| November 2022 | <p>Department heads collaborate with their respective dean or vice chancellor to develop budget priorities. Division budget managers will aggregate and prepare a collective budget request for their division.</p> |
| Nov./Dec. 2022 | <p>Campus Engagement - Communicate the budget process, status and timeline to multiple campus constituent committees. (Faculty Budget Economic Status Committee, Employee Relations Committee, Exempt Staff Council, campus weekly update, etc.)</p> |
| Nov./Dec. 2022 | <p>“Conversations with the Colleges” – Executive leadership, along with the budget team, meet with each of the academic deans and Director of Center for Professional Education individually to discuss college’s/center’s current status, FY 2024 budget priorities, previous “Soar in Four” faculty funding, and future vision of the college/center. Meetings will be conversation-based, however brief presentations are acceptable.</p> |
| December 2022 | <p>Vice Chancellors, working with their budget managers, finalize and approve their division budget requests.</p> |

| | |
|--------------------|--|
| January 17, 2023 | Division budget requests submitted to the Budget and Finance Office. |
| January 2023 | State of Tennessee Governor's budget released. |
| February 2023 | Executive Leadership Team meets to prioritize proposed FY 2024 budget investment requests to share with UPRAC. |
| February 27, 2023 | UPRAC meets to discuss proposed FY 2024 budget, as proposed by vice chancellors, and provides input. |
| March 2023 (early) | Chancellor finalizes proposed FY 2024 budget and shares with the Executive Leadership Team. |
| March 2023 (late) | Campus wide budget manager meeting to review proposed FY 2024 budget approved by the Chancellor and Executive Leadership Team. |
| March 2023 (late) | Campus engagement - Communicate the proposed FY 2024 budget approved by the Chancellor and Executive Leadership Team to multiple campus constituent committees. (Faculty Budget Economic Status Committee, Employee Relations Committee, Exempt Staff Council, campus weekly update, etc.) |
| April 2023 | Official proposed FY 2024 budget documents and disclosure materials submitted to the UT System. |
| April 2023 | Chancellor hosts town hall meeting to share proposed FY 2024 budget with campus. |
| April/May 2023 | Tennessee General Assembly officially approves state appropriations budget. |
| May 2023 | Campus Advisory Board meets to review and recommend proposed FY 2024 budget. |
| June 2023 (late) | UT Board of Trustees meets to approve proposed FY 2024 budget. |