Planning & Budget Process Timeline
For 2026-27 Academic Year

Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1/3 AP Files Due to Dean (11-1)	Promotion Files Due to Dean (12-9)	Reappointment Files Due to Dean (1-21)	2/3 AP Files Due to Dean (2-18)	100% AP Files Due to Dean (3-17)							
		Sabbatical Call (1-6)		Sabbatical Call Due (3-7)		Sabbaticals Approved					
Spring 27 Schedule Call (11-03)	Spring 27 Schedule Due (11-07)	Summer 27 Proposals Due ~(1-15)	Fall 27 Schedule Call ~(2-11)	Fall 27 Schedule Due ~(3-1)					Winter 28 Schedule Call	Winter 28 Schedule Due	
				Staff Performance Review Process	Staff Performance Eval Draft	Staff Performance Eval Delivery			Certify Year End ledgers and sign letter		
CRS FALL 2027 "Change" and "affected related courses INTERNAL DEADLINE (11-8) Reg Office Submission Deadline (12-1)		CRS FALL 2027 New, Revised courses that do not affect other courses INTERNAL DEADLINE (1-10) Reg. Office Submission Deadline (1-25)			CRS WINTER 2028 All Courses INTERNAL DEADLINE (4-8) Reg. Office Submission Deadline			Catalog Edit Request – Received from Campus Advancement Admin.; forwarded to departments for verification (July/August)			CRS SPRING 2028 All Courses INTERNAL DEADLINE (10-5) Reg. Office Submission Deadline (10-19)
Submit Department Academic Year major/minor curriculum changes Enrollment Manager emails departments in October; changes due 11/15.											CRS SUMMER 2028 All Courses INTERNAL DEADLINE (10-5) Reg. Office Submission Deadline (10-20
			TASP System Open for FY27/28 Non-senate Instruction Input	TASPS Data Entry Due	Non-senate Instruction Pre-Meetings w/Department Chairs		FY27/28 Non-senate Instruction Approval Letters Sent		FY26/27 Non-senate Instruction Block Allocations to Depts		
		Faculty FTE Proposal Call TBD		Faculty FTE Proposals Due TBD	Faculty Proposals Reviewed by Dean's Office TBD		College plan submitted to Provost TBD	Approval Letters Sent TBD			
Grad Affairs - Dean's Recruitment Target Meetings with Graduate Programs		Grad Affairs Collect Grad Slam entries by Jan 15 for preliminary selections			Grad Funding Temp Teaching Meetings		Grad Affairs Foundation Fellowships, call to apply and award process (early June)	Grad Affairs Foundation Fellowships: Awards processed through DGIA in July; COA received from Lily.	Grad Affairs Grad Slam: Preliminary Event – Jan. 30 or 31	Grad Affairs Foundation Fellowships: Awards processed through DGIA in July; COA received from Lily.	Grad Affairs Dean's Recruitment Target Meetings with Graduate Programs received from Lily.
Grad Affairs Grad Slam: Planning underway; application announcement sent end of month.	Graduate Funding Memo – Dean Authorization for Multiyear Funding Packages (12/20–12/22)	Grad Affairs Grad Slam: Preliminary Event – Jan. 30 or 31	Grad Affairs Graduate Recruitment Allocation memo goes out to gradute programs.	Grad Affairs - College Approver review back up admission offer process			Grad Affairs Grad Welcome Orientation Planning - Qualtrics Survey sent out	Grad Affairs - Grad Welcome Orientation Planning - Logistics			
	Grad Affairs College Approver begins to review tier 1 admission offers	Grad Affairs College Approver review tier 1 admission offer process							Grad Affairs Dept deadline to submit graduate recruitment expenses to Annie	Grad Affairs Graduate Welcome Orientation: Scheduled after Yom Kippur and before Fall Quarter	Graduate Affairs: Dean's Fellowship Recipients Luncheon – Early October Foundation: Luncheon or Dinner – Late October

Department Due Dates **Dean/Campus Approvals**