

**Provost's Planning and Budget Development Guidelines**  
**Division of Academic and Student Affairs**

In President Muñoz memo dated October 27, 2017, he noted the current unit-based planning model will continue for FY2019. The Revised 2015-2020 Strategic Plan will continue to guide the annual planning and budgeting, especially in regards to increasing retention and graduation rates and meeting enrollment targets.

**Planning Assumptions for FY19 Plan/Budget**

UHD's administration assumes that in FY19 there will be a modest increase in central funding. Given that we are in the second year of the biennium there will be no new state funds. With the public concern of student debt and the cost of higher education, we anticipate only a slight increase in tuition. In view of our current enrollment challenges, we should budget conservatively and each unit will develop plans to reduce their operating budget by 2%. These funds will be reallocated to University priorities.

In addition, colleges/units should continue focusing on funding new projects in FY2019 through:

- **Reallocation:** Redirecting funds from previously-funded initiatives to new ones that will more effectively achieve the college/unit goals.
- **Operating Efficiencies:** Savings resulting from more efficient scheduling, reducing expenses, and other means of cutting costs while maintaining effectiveness.
- **Fund Equity:** Existing fund balances may be used for one-time items.

It is important that colleges maintain instructional resources and only recommend reduction as a means of last resort. Additionally, please do not request recommended cuts as new initiatives.

**Components of the Planning Narrative**

- **College/Unit Strategic Plan and Progress Card Evaluation**  
The first section of your FY2019 narrative will be an evaluation of your college/unit strategic plan and progress cards. Since assessment of past performance is critical to informed planning, your performance evaluation should provide the context for the new initiatives you propose.
- **Assessment of Accomplishments**  
This section of your plan will be a description of the recent accomplishments (such as faculty and staff hiring, new degrees, new co-curriculum programs, course innovations, improvements and learning outcomes, research/scholarship achievements, business process improvements, etc.) of your college/unit.
- **Overview of College FY2019 Plan and Budget**  
Provide an overview of the FY2019 plan, highlighting and summarizing major initiatives in the college/unit and how those will improve key indicators such as enrollment, retention and graduation rates, number of degrees awarded, competitive awards, and philanthropic gifts.
- **Operating and HEAF Budget Summary**  
Complete tables identifying goals, summarizing initiatives by providing context, funding sources, prioritizing by goal and across all initiatives.

**Submission and Review of Plans**

- **December 11:** Department chairs submit draft plans to dean
- **January 10:** Dean sends preliminary draft of college plan to faculty for their review and to the Provost
- **Week of Jan 23:** College-wide meeting to discuss plan and receive faculty feedback
- **January 29:** Units submit plan to Provost