

Budget Group

Draft Charge 4/14/2022; updated 4/24/2022; 5/19/2022

Group Composition – the Dean, the AULs/Directors, the Executive Committee’s Vice Chair, a member of the Administrative Council (identified by that body) and the Assistant Dean of Business and Human Resources (serving as chair).

Charge – The Budget Group is responsible for reviewing and recommending to the Dean for approval in the following areas:

- hiring requests for Civil Service positions,
- funding requests for civil service audit (pre or post audit),
- funding requests for non-permanent hourly positions wages*
- yearly budget requests for Graduate Assistant (GA) positions,
- yearly budget requests for summer graduate hourly positions, and
- yearly budget requests for non-permanent hourly wages (formerly known as the student budget).

*Units that have available funding such as grant, endowment, or income dollars, do not have to submit requests.

Funds may be approved to individuals/units upon the Dean’s discretion outside of this review process.

Meeting Schedule – Monthly or as needed

Approximate timeline for yearly requests

- Graduate Assistant (GA) call for requests in Nov/Dec for a review in Jan/Feb
- Wage budget (including summer graduate hourly positions) call for requests in Jan/Feb for a review in March/April
- Civil Service hiring request – rolling submission year round
- Civil Service audit funding request – rolling submission year round
- Hourly/temporary position funding requests – rolling submission year round