

FY27 BUDGET CALENDAR

BUDGET ADOPTION SCHEDULE

DATE	ACTIVITY	RESPONSIBLE PARTY
SEPTEMBER		
Wednesday, September 17, 2025	Set basic assumptions and agree on major institutional initiatives	Cabinet
Friday, September 19, 2025	Kick-off meeting. Set Guiding Principles, Confirm assumptions. Review budget process.	Budget Committee
October		
Thursday, October 2, 2025	Budget Managers' Meetings	VP Finance & Business Affairs/AVP Fiscal Services
Friday, October 3, 2025	Budget Managers' Meetings	VP Finance & Business Affairs/AVP Fiscal Services
Friday, October 10, 2025	Budget Templates Sent to Budget Managers	Budget Services
10/13/2025 - 10/31/2025	Budget Services Training Sessions	Budget Services
NOVEMBER		
Friday, October 24, 2025	All Course Fees for AY2027 Due to Registrar	Deans, Directors, Department Heads
Friday, November 14, 2025	Personnel Initiatives to Human Resources for Compensation Recommendation Review - Provide Position Summary Description	Deans, Directors, Associate Vice Provosts, Vice Presidents
Friday, November 21, 2025	All Tuition, Course Fees, Special Fees, Room and Board to VPFBA	Deans, Directors, Associate Vice Provosts, Vice Presidents
DECEMBER		
Wednesday, December 17, 2025	Board of Trustees Approve Academic Year 2026 Tuition and Fee Rates	Board of Trustees Finance Committee
Friday, December 19, 2025	BUDGET MANAGER DUE DATE TO SUBMIT BASE BUDGET (operations, travel), INTERIM FACULTY, STUDENT WAGES, NON-STUDENT WAGES & STIPENDS, AND INITIATIVES	Budget Manager
JANUARY		
Friday, January 16, 2026	DEADLINE FOR DEAN/DIRECTOR/AVP REVIEW AND DISPOSITION OF BUDGET MANAGER REQUEST	Deans, Directors, Associate Vice Provosts, Vice Presidents
Friday, January 30, 2026	DEADLINE FOR EXECUTIVE REVIEW AND SUBMITTAL TO BUDGET OFFICE. MUST ENSURE THAT ALL UNITS HAVE SUBMITTED AND REQUESTS ARE REASONABLE	Cabinet
FEBRUARY		
Friday, February 13, 2026	Consolidated Base Budgets and Funding Requests from Budget Services to Cabinet for Review	Budget Services
Friday, February 13, 2026	HR Returns New Initiative Personnel Salary Compensation Recommendations to Budget Services	Human Resources
Friday, February 13, 2026	Promotion and Tenure Information Provided to Budget Services	Academic Affairs
Wednesday, February 18, 2026	Preliminary Review of FY26 Budget Data with Cabinet	VP Finance & Business Affairs
Monday, February 23, 2026	Revised Consolidated Base Budgets and Funding Requests from Budget Services to Cabinet	Budget Services
MARCH		
Wednesday, March 4, 2026	Budget Retreat - Thorough Review of FY26 Budget Data, Strategic Initiative Requests, Contingencies and Addition to Reserves (if any)	Cabinet
Friday, March 13, 2026	Additional Data Resulting from Retreat to Budget Services	VP Finance & Business Affairs
March 16-20, 2026	Spring Break	
Friday, March 20, 2026	Revised Budgets from Budget Services to Cabinet for Review	Budget Services
Wednesday, March 25, 2026	Final Cabinet Budget Review Prior to Budget Committee Meeting	VP Finance & Business Affairs
Thursday, March 26, 2026	Additional Data Resulting from Review to Budget Services	VP Finance & Business Affairs
Friday, March 27, 2026	Revised Budgets from Budget Services to Budget Committee for Review	Budget Services
APRIL		
Friday, April 17, 2026	Budget Committee Meeting - Initial Review	Budget Committee
Friday, April 24, 2026	Faculty Conference and Staff Conference Meetings	Faculty and Staff Conferences

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MAY		
Friday, May 1, 2026	Budget Committee Meeting - Final Review	Budget Committee
Friday, May 8, 2026	Budget Committee Recommendations to Cabinet	VP Finance & Business Affairs
Wednesday, May 13, 2026	Cabinet Final Review and Contingent Adoption	Cabinet
JUNE		
Wednesday, June 10, 2026	Board of Trustees Approve FY2025 Budget	Board of Trustees
Thursday, June 11, 2026	Budget Load Begins	Budget Office