

**The University of Tennessee at Chattanooga**  
**Budget Planning Process Timeline**  
**FY 2022-23**

September 2, 2021	Preliminary FY 2021 year-end financial report sent to the Vice Chancellor for Finance and Administration.
September 20, 2021	Final FY 2021 year-end financial report presented to the Chancellor.
Oct./Nov. 2021	Budget and Finance Office will work with each major division on the following: <ol style="list-style-type: none"><li>1) Funding request parameters to include requests for top priority items that pertain to growth or critical operations.</li><li>2) “Soar in Four” funding timeline and justification for previous faculty allocations. Templates provided by the Budget and Finance Office.</li><li>3) Open position eliminations and/or potential 2.8% estimated target reduction to address enrollment impact. Possible reallocation to provide investments in growth programs or critical operations. Detailed assistance and schedules to be provided by the Budget and Finance Office.</li></ol>
Oct./Nov. 2021	Campus departments begin their internal budget planning process by establishing priorities for FY 2023. All requests should be aligned with the institutional strategic plan and established priorities.
November 2021	Campus department heads work together with their respective dean or division head to develop budget priorities. Division budget managers will aggregate and prepare a collective budget request for their division.
November 15, 2021	UPRAC meeting consisting of: <ol style="list-style-type: none"><li>1) FY 2021 year-end financial report</li><li>2) FY 2023 projected revenue</li><li>3) FY 2023 projected fixed costs</li><li>4) FY 2023 budget priorities discussion</li></ol>
Nov./Dec. 2021	“Conversations with the Colleges” – Chancellor, Provost, Chief of Staff, Vice Chancellor for Finance and Administration, Vice Chancellor for Enrollment Management and Student Affairs, Vice Chancellor for Research and Dean of The Graduate School, and Budget Team meet with each of the Academic Deans individually to discuss his or her college’s current status, priorities going forward, “Soar in Four” funding, and future vision of the college. Meetings will be conversation-based, however brief presentations are acceptable.

December 2021	Vice Chancellors, working with their budget managers, finalize and approve their division budget requests.
December 2021 (mid)	Chancellor finalizes “Soar in Four” budget for additional courses and sections for FY 2023.
January 17, 2022	Division budget requests submitted to the Budget and Finance Office.
January 2022 (mid)	State of Tennessee Governor’s budget released.
February 2022 (mid)	Executive Leadership Team meets to prioritize proposed budget investment requests to share with UPRAC.
February 28, 2022	UPRAC meets to discuss proposed budget, as proposed by Vice Chancellors, and provides input.
March 2022 (early)	Chancellor finalizes proposed budget and shares with the Executive Leadership Team.
April 2022	UT System to Campus visit to present proposed budget.
April 2022	Chancellor hosts town hall meeting to share proposed budget with campus.
May 2022	Campus Advisory Board meets to review and recommend proposed budget.
June 2022 (late)	UT Board of Trustees meets to approve proposed budget.