

## Steps in a Successful Instructional Budget Statement Approval Process

Step	Time Frame	Action
1	Early March	Solicit the Instructional Budget Statements from individual departments.
2	First week in May	Statements due.
3	Second week in May	Statement is reviewed in an initial meeting with the PPC, Executive Committee and Divisional Deans. Discussion takes place on the process, and the constraints, and a review of the completeness of the background information that is made available (ARC reviews, etc.).
4	Early June	PPC then deliberates over the course of several weeks to review all information.
5	Mid June	Three PPC representatives, the Executive Committee and the Divisional Deans meet and review the IBS requests. PPC provides input.
7	Late June	The Executive Committee records final decisions.
8	Early July	Divisional Deans deliver decisions to departments.
9	Mid July	Upon receipt of authorizations, search may begin.