Annual Planning & Report Timeline – Spring 2023

The Annual Planning and Report System (Annual Report) will open Monday, April 3rd, 2023
Announcements & instructions will be sent from the Provost's Office to academic and administrative department heads on or near April 1st. Annual Report technical training Academic Departments

April 3, 2023	Annual Report System Opens
June 30	Deadline for CAS, KSOM, and PCPS Academic Annual Reports Submitted to Dean [NOTE: Includes Academic Program Assessment Report ("PAR")]
July 1-31[2]	CAS, KSOM and PCPS Departmental Chairs Meet with Deans; Deans Review, Feedback/Response to Department Report and Plans; Deans Review Departmental Resource Requests; Program Assessment Data Gathered/Analyzed by OEA
August 1	Deadline for CAS, KSOM, PCPS and WML Deans' Annual Reports and Plans Submitted to Provost; Deans Submit College-wide Resource Requests to Provost

The information gathered via the System is used to inform budget development and prioritization discussions. Only those resource requests submitted through the Annual Report will be considered for funding.

1. Resource Requests (Capital, Facilities Improvement, [3] New Positions, Information Technology [4] Service and Supply) submitted via departmental Annual Reports are first reviewed by the report's receiver (either the Dean/VP, or other administrator). The new Annual Report System includes the option for receivers to review and take action on resource requests directly within the system. Action regarding sta

5. As budget deliberations continue, the status of a resource request may change. Should there be additional flexibility within the budget process, requests may be reconsidered. Department heads are encouraged to check with their Dean, Vice President, or the Office of Finance if there is any question regarding the status of a budget decision or allocation.