January 18, 2013

Dean Reza Abbashian
Vice Provost Steven G. Brint
Dean Joseph W. Childers
Dean Stephen E. Cullenberg
Dean Sharon A. Duffy
Associate Chancellor Cynthia R. Giorgio
Vice Chancellor Peter A. Hayashida
Chief Operations Officer Tamara Hedges
University Librarian Ruth M. Jackson
Interim Dean Douglas E. Mitchell
Vice Chancellor Health Affairs and Dean G. Richard Olds, M.D.
Vice Chancellor Michael Pazzani
Interim Vice Chancellor and Chief Information Officer Chuck Rowley
Vice Chancellor James W. Sandoval
Interim Dean Yunzeng Wang
Director Brian D. Wickstrom
Academic Senate Chair Jose Wudka
Dean Marylynn V. Yates

Dear Colleagues:

We are writing to initiate a planning and budget process in light of the outcome of Proposition 30 and the need to continue moving forward with the implementation of the campus’s strategic plan. To ensure that we have plans to guide us as we consider strategies for dealing with our planned enrollment growth and in efforts to continue to operate and use resources in the most efficient manner possible, we are requesting that you develop a comprehensive planning document including budget requests for critical needs.

The general framework for planning will be the campus’s strategic plan, UCR 2020: The Path to Preeminence with a projected student enrollment of approximately 24,000 FTE in fiscal year 2020-21. Within that context, the focus of your proposal and subsequent presentation should be a programmatic plan for the 3-year period beginning in 2013-14.

This is also an opportunity to make requests for new faculty FTE, therefore, academic units should include an academic plan. The academic plan should contain proposals for the recruitment of unfilled faculty FTE currently held in the unit, the carryforward of unsuccessful recruitments from the prior year, and faculty FTE previously committed. The recruitment of graduate students must also be incorporated into the academic plan. All recruitment proposals and allocation
requests must be specifically justified in terms of the campus's strategic plan and should include program/discipline, rank, and relative priority. Resource Planning and Budget will be providing you with updated Faculty Renewal Models to help in the preparation of your plans.

You should articulate the resource strategies to accomplish your plans, incorporating a statement of the budgetary plan for the use of existing resources within the organization as well as plans for the acquisition of new resources from all sources, including, but not limited to, contracts and grants, gifts and endowments, and fees. If you are requesting increases in staff, please include an organizational chart which identifies each existing staff position as well as the new staff positions for which funding is being sought.

Requests for campus funds should be prioritized with the context of the organization's total request. As appropriate to your organization, you are expected to make commitments to procure extramural resources to support your goals. These commitments should be accompanied by the strategies that will be utilized to secure the resources, as well as identification of any resources that need to support those efforts. You should have a discussion with the Vice Chancellor for Advancement and the Vice Chancellor for Research and Economic Development about the development of your extramural resource plan.

Your proposal should be prefaced by an executive summary of no more than two pages. The executive summary and the comprehensive document should be suitable for distribution to a broad audience via the web. Any budget requests for campus funds must be prioritized line by line with no duplication in priority number. A lack of numbered prioritization will indicate a "wish list" as opposed to a request.

We plan to finalize resource decisions by the end of June in anticipation of the new fiscal year. The attached timeline describes the sequence and timing of events required to accomplish this goal. It will therefore be necessary to receive your submissions by March 25, 2013.

Sincerely,

Jane Conley
Interim Chancellor

Dallas L. Rabenstein
Executive Vice Chancellor and Provost

Attachment: Planning and Budget Timeline
Timeline of Major Events in 2012-13 Planning & Budget Process

January: Campus Call Letter distributed

February: Resource Planning and Budget Staff contact and consult with Organizations to discuss the Faculty Renewal Models

March 25: Comprehensive Planning and Budget Documents submitted to Provost/EVC by 5pm in an electronic format only

Separately, a summary budget request of campus funds, in an excel format with priority numbering, should be sent via email to the Associate Vice Chancellor of Resource Planning and Budget

April: Review and Analysis of Planning and Budget Documents by Resource Planning and Budget Staff

April/May: Chancellor’s Budget Advisory Committee convenes, Individual Unit hearings

May: Input and Feedback from Academic Senate Committee on Planning and Budget to the Provost/EVC and the Chancellor’s Budget Advisory Committee

Late May: Provost/EVC compiles recommendations and presents to the Chancellor

June: Chancellor makes final Budget decisions

June 28: Budget Allocations Letters distributed to campus Organizations