



November 16, 2018

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RE: FY20 Annual Review Materials and Process

Dear colleagues,

This letter marks the official start of the fiscal year 2020 (FY20) annual review process—a nine-month budget development and holistic assessment effort that involves deans, faculty, staff, and students. Through this process, I will be working to identify and fund institutional and unit-specific strategic goals, while reckoning with and mitigating resource constraints. The end result will be a new institutional operating budget for the Board of Regents' consideration, one that incorporates a new biennial budget from the 2019 legislature.

As provost, my overriding priority is academic excellence. This is true in general, as well as for budgetary matters. In my first year as provost, it is my goal to further improve and clarify the norms and policies that support our planning work, namely: faculty hiring plans, new funding commitments, and the interplay between Activity Based Budgeting (ABB) and the long-range financial plans that each unit will submit for central review.

In addition to these areas, President Cauce's and my top priority—and, indeed, our University's priority—for the FY20 annual review and budget development cycle is to work together to increase state support for the UW, particularly state funding for compensation and core educational expenses. I hope to be able to support faculty and staff merit pools in FY20, but my ability to do so will depend on state investment and the overall picture of our University's financial health. The Office of Planning & Budgeting (OPB) will continue its work to identify, analyze, and resolve existing and forecasted deficits, as part of our overall efforts to ensure that we are living well within our means. Finally, I will be working with many of you, my colleagues, on efforts to improve graduate student funding and the undergraduate academic experience.

Thank you for helping me get to know this University over the last few months and for safeguarding its mission through your hard work and planning. I am keenly aware of the resource-constrained environment in which we operate, but I am heartened to know that so many of you have a University-first, rather than unit-first, mindset. I look forward to working with you on the difficult, but important, task of managing growing demands within existing resources and diminishing reserves. I consider you my primary partners in this work.

Timeline & Submission Process:

The first step in the annual review process is for all academic and administrative units to complete a suite of materials (outlined broadly in this letter) in preparation for meetings. Like last year, your reports to my

office will be due February 1, 2019, and “annual review meetings” will be held the last week in March through the first full week of April. Please hold time on your calendars now for these meetings. For additional details regarding the annual review and budget development timeline, please see the calendar at the end of this letter.

Completed materials must be submitted on or before Friday, February 1, 2019, using an online survey tool available on OPB’s [FY20 Annual Review Materials website](#). Please consider this a hard deadline. Extensions will only be granted in extreme circumstances.

Previously, OPB accepted emailed copies of Word and Excel materials, which created a number of inefficiencies and challenges for summarizing the University’s overall budget position. This year, all submissions must be through made through the online survey tool provided by OPB, in order to achieve a higher standard of version control and to accommodate updates throughout the cycle.

Like last year, OPB has pre-populated certain information in the Excel templates and will be sending customized templates to each unit in the next few days. You will be able to upload completed Excel workbooks directly into the online survey tool. However, unlike last year, responses that would have been provided using a Word template will be collected through response fields in the survey tool. A Word template will still be available, for drafting purposes, on OPB’s [FY20 Annual Review Materials website](#).

Overview of Materials:

In preparation for FY20 annual review meetings, you will provide both quantitative and qualitative information regarding your unit’s current strategic plans and goals. You will be asked to associate strategic plans and goals with material changes to revenues or expenditures; faculty or staff FTE and workload; student experience; and finally, how all of these elements affect or are hindered by your space assignment(s).

We will ask that you provide two years of actual revenues and expenditures, and four years of detailed financial plans (i.e., fiscal vitality reports). You will be required to review these reports in detail in order to summarize the good and bad news for your unit(s), and specifically identifying mitigations for trend lines that result in structural or operational deficits. All units will be asked to summarize employee growth or contraction, hiring trends and strategies, student enrollment growth or contraction, and revenue and expenditure forecasts.

In addition to these core questions, I will ask each unit to update last year’s carryover spending plan with new carryover estimates, furnished by OPB, and to provide a brief explanation for each change.

Academic units will, once again, be asked to recommend preliminary tuition rate changes, and respond to a number of prompts related to peer comparisons, student debt impacts, student enrollment changes, the impact of not changing tuition rates, and to confirm student consultation. As is the practice, academic units will also provide confirmation that students and faculty leadership had an opportunity to review and shape the overall annual review submission. Further, at annual review meetings, academic units should be prepared to discuss expected hiring requests and their budget implications.

Please note, requests for Provost Reinvestment Funds will only be considered if (a) a unit commits resources to match the requested central resources, and (b) if the request is submitted through the [Request for Provost Reinvestment Funds](#) form. Commitments of central resources will be extremely limited.

Reminders and Resources:

As a reminder, please be as succinct as possible in your responses; bullet points are encouraged rather than extensive prose. Submissions must originate from a unit's dean, chancellor, vice president, or vice provost.

A variety of resources are available to help units complete this work in the allotted timeframe:

- A Word template, process guide, central assumptions, and other tools and reference materials will be available on OPB's [FY20 Annual Review Materials website](#).
- OPB will hold two open Q&A sessions to discuss and answer questions about the annual review process and templates (note that no formal presentation will be delivered). These sessions are open to anyone, and will be held at the following dates and locations:
 - Wednesday, December 5, from 1:00pm to 2:00pm in Gerberding Hall, Room 142
 - Tuesday, December 11, from 9:00am to 10:00am in the UW Tower Board Room on the 22nd floor
- In addition, historical responses to similar questions from previous years are available by fiscal year and by unit on OPB's [Annual Budgets website](#).

Thank you for your hard work and understanding as we face the financial challenges before us and take necessary action to continue to build a sustainable future for the University.

Sincerely,



Mark A. Richards
Provost and Executive Vice President for Academic Affairs
Professor, Earth and Space Sciences

cc: Ana Mari Cauce, President
Sarah Norris Hall, Vice Provost, Planning & Budgeting

Annual Review and Budget Development Timeline and Submission Requirements

blue = unit adjustment review process, green = fee-based program fee review process

Dates	Milestone/Activity
11/16	Provost Letter and Annual Review materials sent to each unit
12/5	OPB Q&A Session: 1:00pm to 2:00pm in Gerberding Hall, Room 142
12/11	OPB Q&A Session: 9:00am to 10:00am in the UW Tower Board Room on the 22nd floor
1/7	Unit adjustment submission due to Academic Personnel (April Cycle – Not Centrally Funded)
2/1	Annual Review submissions due to OPB – Electronically via Online Survey Tool
early March	OPB relays fee decisions for Summer Quarter fee-based programs (separate process)
late March	Provost Annual Review meetings commence
4/1	Provost unit adjustment approval and effective date (April Cycle – Not Centrally Funded)
early April	OPB relays fee decisions for Fall Quarter fee-based programs (separate process)
mid May	Preliminary FY20 UW Operating Budget (and tuition recommendations) goes to Regents for review*
mid June	Final FY19 UW Operating Budget (and tuition recommendations) goes to Regents for approval*

*timeline assumes the state legislature passes an operating budget by late April

Submission Requirements		
What to Submit	When To Submit	How to Submit
Completed Fiscal Vitality Reports	Friday, February 1, 2019	Upload to the “Annual Review Narrative & Template Submission” online tool available on OPB’s website
Tuition Based Program Rate Recommendations	Friday, February 1, 2019	Upload to the “Annual Review Narrative & Template Submission” online tool available on OPB’s website
Annual Review Narrative	Friday, February 1, 2019	Complete online “Annual Review Narrative & Template Submission” available on OPB’s website