



Primary Process Roles
Initiator: VP of Finance
Requestor(s): Department Chairs and Program Directors
Reviewer(s): Deans, Academic Affairs
Approver(s): VP of Academic Affairs, VP of Finance, and President

Annual Review Schedule

Process Step	Annual Dates	2025-2026 Dates (AY 2026-2027)	Communication Lead	Informed
1. Annual Process Kick-Off	Late July	10/2025 w/Dean Team*	VP of Finance	Fiscal, Leadership Team
2. Benchmark Adjustments Due	Mid-August	N/A	VP of Finance	Fiscal, Leadership Team
3. Fiscal Annual Report Send	End of August	Amended version by 11/2025	Fiscal	Deans, Admissions, AA Coordinator
4. Dean Team & Chair Evaluation	By Thanksgiving	By Thanksgiving**	Dean Team	
5. Request Forms Submitted to VPAA & VPFO	First of December	Mid-February 2026	Dean Team	Requesters (Department Chairs, Program Directors)
6. Request Forms Signed Off by Academic Affairs	End January / Beginning of February	March 2	VP of Academic Affairs	Dean Team, Requestors, President's Office
7. President Office Sign-Off	End of February	Mid-March	President's Office	Fiscal, Dean Team, Requestors, AA Coordinator
8. New Detail Codes Created As-Needed	Early March	End of March	Fiscal	AA Coordinator
9. Master Fee List Updated	Mid-March	Early April	AA Coordinator	Admissions, Fiscal, Admin Assistants, Instructional Specialists
10. Fees Updated in Banner	Early to mid-April	Mid-April	Department Admins	AA Coordinator, Instructional Specialists

* Dean Team to kick-off process with conversation around answering “What are the highest (2-3) priority fee issues to address for AY 2026-2027?”

**Team Dean to work with Chairs & Program Directors on addressing those priorities.