



September 29, 2023

Board of Deans and Chancellors
Vice Presidents
Vice Provosts
Unit Administrators

RE: FY25 Operating Budget Development Kick Off

Dear colleagues,

This letter serves as notification that the fiscal year 2025 (FY25) operating budget development process, our holistic financial and planning assessment effort involving deans, chancellors, vice presidents, vice provosts, faculty, staff, and students, **will commence November 6, 2023.**

The result of this process will be a new institutional operating budget for the Board of Regents’ consideration. The operating budget will incorporate a supplemental budget from the 2024 legislature as well as school, college, campus, and administrative unit approved budgets, from which we will measure activity in the coming fiscal year. I am looking forward to the opportunities to engage with our university community in my first budget cycle as UW Provost.

Focal Points for Shared Planning and Resource Deployment

While the university community continues to focus on stabilizing and adopting the tools and processes of our new finance and budgeting platform, we will attend to university commitments, both new and existing. We continue to invest our universities resources in reducing its enterprise risks and to build resilience to weather future ones. We are focused on our work centrally, and in our schools, colleges, and campuses, to serve students better, easing their academic pathways and strengthening their support structures. We seek to reduce administrative burdens that have an impact on faculty, staff and students and no longer serve us.

Timeline and Key Requirements

Kicking off in November 2023, and concluding with Regental action in June 2024, the FY25 planning timeline and requirements will revert to what was historically a quarter-long proposal development window and include requirements to:

- forecast the remainder of FY24
- propose an operating budget for FY25, and
- forecast future financial trajectory through FY29

The table below is intended to provide a high-level timeline for this important work, with further details to follow in the coming weeks.

Date	Milestone	Applicable to
November 6, 2023	FY25 Operating Budget development commences	UW Academy Units
February 1, 2024	Rate recommendations for tuition and fee-based programs, enrollment projections for tuition-based programs, and accompanying narrative due	UWS Academic Units, UW Bothell, UW Tacoma
March 4, 2024	Operating budget proposals and narrative responses due	UW Academy Units
Early April, 2024	Budget conferences w/Chancellors, Deans & VPs	UW Academy Units
Late April - Early May, 2024	Final adjustment window to FY25 Operating Budget proposals	UW Academy Units
June 2024	Regental action on FY25 Operating Budget	UW Academy & UW Medicine

This year, to reduce administrative burden and align similar business processes, the submission process, due dates, and required supporting narrative for tuition and fee-based program rate proposals for the upcoming academic year will be aligned and the narrative component significantly reduced.

I want to emphasize that **it is imperative you begin internal unit planning efforts early and do not wait until Winter quarter to begin this work**. To aid your planning efforts this year, much of the feedback received by the Office of Planning and Budgeting (OPB) on the initial deployment of Workday Adaptive Planning ("R1") has been incorporated to improve the second release ("R2"), which will be utilized for the FY25 operating budget planning process.

As the commencement of the FY25 budget development process nears, please be on the lookout for additional information, process guides, and venues for support from OPB.

In the meantime, should you have any questions about the process or timelines in general, please contact [Jason Campbell](#).

Thank you for your hard work on this important process during what continues to be a critical juncture of the UW's financial system transition.

Sincerely,



Tricia R. Serio
Provost and Executive Vice President for Academic Affairs
Professor, Biochemistry

cc: Ana Mari Cauce, President
Sarah Norris Hall, Vice Provost for Planning and Budgeting
Faculty Senate Leadership