

## **Process for Annual Non-personnel Budget, Extra Duty Days, and Non-contractual Reassigned time Requests.**

Starting in the 2025-2026 Academic Year, early each spring semester, after annual schedules have been completed, school chairs will submit a request for non-personnel budgets for all accounts in their area. In the same process requests for Adjunct and Overload needs will be identified and confirmed for the upcoming academic year. At the same time, individual faculty, programs and schools may also request extra duty days or reassigned time for the upcoming academic years. These requests will be reviewed by academic affairs for approval or denial and reported back to the chair. This will be the main approach to requesting these items with discretion to add or alter residing with the Provost's Office.

Upon enactment, this proposal replaces all other policies, approaches, and practices related to the requesting non-personnel budgets, adjunct, overload, duty days and reassigned time.