

Budget Renewal Checklist

(One-year retention)

The Dean (or designee) will submit this form, and a corresponding memo to Academic Affairs via Teams by _____.
(Date)

First Name: _____ Last Name: _____

Current Title: _____

College: _____ Dept/Unit: _____

The following is a subset of materials that will be submitted in PDF format from the Dean’s office to the Provost to review via Teams.

Dean’s recommendation (if applicable)

OFFICE USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.

AVC Review Date: _____ Provost Review Date: _____