Allocation Review Committee Charter

**Responsibility:**

The Allocation Review Committee (ARC) is responsible for evaluating support unit budget proposals and making recommendations to the Executive Budget Committee.

**Review Components:**

The committee reviews the budget for:

- Alignment with the Institution’s mission
- Clearly stated strategic objectives
- Evidence of effective and efficient use of resources
- Adequate service level demand and agreements
- Efficient workforce plans

**Timeline:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tr>
<td>Support Unit submits annual operating budget in Adaptive Insights and provides a written report to OBF assessing unit alignment with strategic plan, service level performance and practice of adequate stewardship.</td>
<td>November 1 – December 10</td>
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<tr>
<td>Budget and Finance Office prepares reporting package for ARC review.</td>
<td>December 11 – January 5</td>
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<td>ARC reviews reporting package and support unit documentation requests clarification (in writing and/or in meetings) as needed from Support Units.</td>
<td>January 6 – January 31</td>
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<td>ARC provides recommendations to the Executive Budget Committee.</td>
<td>January 31</td>
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**Membership:**

Members will serve on a rotational three-year cycle with the exception of two fixed-term appointments from Finance & Administration. Each year, one of the three deans and one of the other three members (from faculty senate, an auxiliary unit, or a support unit) will rotate off the ARC. This will result in four returning and two new members each year. The two ex-officio members will serve as long as they are in a position that supports the ARC. The longest-serving dean and the ex-officio staff member from finance and administration will serve as co-chairs. All members of the committee will be appointed at the discretion of the Chancellor.

- Two college deans
- One faculty member appointed by faculty senate
- One representative from an auxiliary unit
- One representative from a support unit
- One ex-officio fixed appointment from budget and finance
- One ex-officio staff fixed appointment from finance and administration