

**Graduate School of Public & International Affairs**  
**Planning and Budgeting Committees**  
**(PBC)**

**Overview**

The Planning and Budgeting System (PBS) defines the structure of the University's shared governance process [The Planning and Budget System \(PBS\) document](#). The summary below provides excerpted context for understanding of the basic functions and operation of **Planning and Budgeting Committees (PBC)**.

**Purpose**

PBCs conduct long-range planning and budgeting, and annual operational planning budgeting for the school. The PBC ensures transparency and opportunity for participation of its member in planning and budgeting activities.

In general, proposed budget plans and contingencies flow from GSPIA PBC to the Dean. All recommendations are conveyed in writing to the Dean, which flow up/down through the levels of the PBC, eventually to faculty, students, and staff.

**Timeline**

Organizes school planning and budgeting into a request proposal for annual Responsibility Center Resource Proposal (RCRP) document, submitted to the Provost and CFO in early winter, according to deadlines established in the annual budget and planning memo from the Provost. Responses to request proposals typically arrive in June, and flow to PBCs shortly afterwards.

**Structure**

The majority of GSPIA's Planning and Budget Committee (PBC) shall be elected; other members may be selected for reason of knowledge or expertise, such members to be agreed upon by Dean and the elected PBC members.

The members of **GSPIA's PBC** Committee shall:

Meet four (4) times per year, during the planning cycle period.

Have opportunities to participate in the development of proposed plans and budgets.

Be elected/selected each year.

Be chaired by a member of the committee and selected by the committee membership.

Serve in an executive advisory capacity to the Dean on matters pertaining to strategic planning and budgetary decisions.

Evaluate the adequacy of resources for the school's strategic plan.

Communicate with the Dean to review the strategic plan, provide feedback, and advise on implementation.

### **PBC Meeting Format**

Frequency – at least four (4) times per year.

Planning and Budgeting – the PBC will utilize the RCRP proposal form document to allow for consistent roll-up of information to the GSPIA PBC (*forms currently under development*), and eventually, to the Provost and CFO.