

Cole, Carol

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**From:** Burgos, Maria  
**Sent:** Wednesday, November 09, 2011 10:20 AM  
**To:** Burgos, Maria; Canada, Greg; Parrish, Jenni; Zimmerman, Sari; Lothrop, Stephen; Jung, David J.; Lee, Evan; Bisesi, Linda; Mammen, Chris; Stuart, Nancy M.; Goishi, Miye A.; Musalo, Karen B.; Young, Toni; Nelken, Melissa; Faigman, David; Dunn, Jennifer; Williams, Joan  
**Cc:** Bubrick, Marlene; Moyer, Vincent; King, Lesley; Foy, Roslyn; Maffet, Meri; Duann-Kelly, Mary; Jones, Jolynn; Allyn-Crane, Rachel; Cole, Carol; Marshall, Shauna; Davis, Gloria; Esveld, Susan  
**Subject:** RE: AD Division Mid-Year Budget Hearings REVISED SCHEULE

Please note revised schedule below.

Departments scheduled on Wed, December 7 have new start times.

CNDR has been changed from December 7 to December 20.

## REVISED November 9, 2011

### 2011-2012 Mid-Year Budget Process & Schedule

Budget worksheets distributed by Carol Cole.	Tuesday, November 15, 2011
<b>Due date</b> for budget managers to submit <b>5 copies</b> of completed budget worksheets to Maria Burgos.	<b>Tuesday, November 29, 2011</b>
Academic Dean reviews and approves department budgets.	Wednesday, November 30, 2011
Due date for Academic Dean to submit approved department budgets to CFO's office.	Monday, December 5, 2011

#### Wednesday, December 7, 2011 (Semester -End Faculty Meeting, 9:00am-12:00pm)

1:30pm Work Life Law Center  
2:00pm **Refugee and Rights**  
2:15pm **PLRI**  
2:30pm **Moot Court & LW&R**  
3:00pm **Civil Justice Clinic**  
3:15pm **UCSF Consortium**  
3:45pm **International Programs**  
4:00pm **Adjourn for the day**

#### Tuesday, December 20, 2011

9:30am Law Library  
10:00am Office of Career & Professional Development  
10:15am Faculty Support  
10:30am Externships & Pro Bono Programs  
10:45am Research Dean  
11:15am Admissions  
11:30am Financial Aid  
11:45am **CNDR**  
12:00pm Academic Dean's Office

12:30pm **Break**  
1:45pm-4:00pm **open for rescheduling**

**Wednesday, December 21, 2011**

**9:30am-12:00pm** **open for rescheduling**  
**1:00pm-4:00pm** **open for rescheduling**

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**From:** Burgos, Maria  
**Sent:** Thursday, November 03, 2011 2:37 PM  
**To:** Canada, Greg; Parrish, Jenni; Zimmerman, Sari; Lothrop, Stephen; Jung, David J.; Lee, Evan; Bisesi, Linda; Mammen, Chris; Stuart, Nancy M.; Goishi, Miye A.; Musalo, Karen B.; Young, Toni; Nelken, Melissa; Faigman, David; Dunn, Jennifer; Williams, Joan  
**Cc:** Bubrick, Marlene; Moyer, Vincent; King, Lesley; Foy, Roslyn; Maffet, Meri; Duann-Kelly, Mary; Jones, Jolynn; Allyn-Crane, Rachel; Cole, Carol; Marshall, Shauna; Davis, Gloria; Esveld, Susan  
**Subject:** AD Division Mid-Year Budget Hearings - December 2011  
**Importance:** High

Dear Department Managers:

The 2011-2012 mid-year budget hearings for the departments under the Academic Dean's Division has been scheduled for December 7 and December 20-21.

You will receive your budget worksheets from Carol Cole on November 15, 2011.

Your budget worksheets are due to the Academic Dean's Office on TUESDAY, NOVEMBER 29.

Below you will find your assigned hearing date and other important deadline dates.

## 2011-2012 Mid-Year Budget Process & Schedule

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**2:15pm-4:00pm open for rescheduling**

**Wednesday, December 21, 2011**

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**1:00pm-4:00pm open for rescheduling**

If you need to reschedule your budget hearing, please contact me as soon as possible.

Thanks,  
Maria

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 <p>UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW <i>Bringing Life to Law</i></p>	<p><b>Maria Burgos</b> <b>Manager</b> <b>Faculty Support Services</b></p> <p>Office of the Academic Dean 200 McAllister Street / Room 357 San Francisco, CA 94102 415.565.4682 Main 415.565.4854 Fax Email: <a href="mailto:burgosm@uchastings.edu">burgosm@uchastings.edu</a></p>
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