

Planning at the University of Lynchburg

Annual Calendar for Planning, Budgeting, and Assessment												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Board of Trustees				Review key indicators and Strategic Plan updates. Finalize budget. Approve budget guidelines for next year. Set next year's tuition and fees.				Reviews Strategic Plan updates.			Board update on Strategic Plan	
Cabinet	Quarterly Budget Review; Strategic Plan Results			Quarterly Budget Review; Report on Strategic Plan Progress & ongoing actions		Division Strategic Plan Presentations	Review Strategic Plan Funding; Quarterly Budget Review			Quarterly Budget Review	Report on Strategic Plan Progress and ongoing actions related to Strategic Goals	Progress on Strategic Plan Reviewed
URC	University Resources Committee: The Chair joins President's Cabinet and the Strategic Budget Group for institutional planning & budgeting discussions.											
Strategic Planning Team			Orientation / Update progress on Strategic Plan	Reviews presentations of plans and results and proposals for funding related to Strategic Plan.		Recommend Strategic Plan funding	Reports progress on Strategic Plan	Reviews presentations, proposals, results related to Strategic Plan		Reports progress on Strategic Plan	Recommends updates to Strategic Plan	
Academic Units			Review / revise annual plans	Draft budget to support plans		Mid-year review of plans / results	Budget requests next year due			Program Internal Self Studies Completed	Complete end of year reports; draft plans for next year	
Administrative Units				Review plans; Draft budget to support plans	Review Acad. Plans. Adjust unit action plans to support.	Mid-year review of plans / results	Budget requests for next year due				End of year reports on goals due 15 June Update Division Strategic Plans	
All Divisions				Review and approval of unit plans by division			Budget requests reviewed & approved at division level Review progress on plans				Review progress on plans - update Division leader for Cabinet review and end of year planning retreat	
	Implement annual plans						Measure outcomes, respond to findings					
	The University's Strategic Plan is monitored by the Strategic Planning Team and supported through division strategic plans and unit plans.											