

Annual Planning and Assessment Calendar

<u>Date</u>	<u>Process</u>	<u>Responsibility</u>
August	Discuss planning priorities and desired directions for upcoming year with faculty/staff at annual fall meetings	Deans/Vice Presidents
	Meet to discuss progress on support department plans to include activities for the previous fiscal year; provide feedback on desired directions for upcoming year	Directors/Unit Heads
September	Meet to discuss progress on administrative support plans to include activities for the previous fiscal year; after reviewing college annual reports, discuss planning priorities and desired directions for current fiscal year; feedback is shared with directors and support staff	Unit Heads/Vice Presidents
October	Divisional/college annual plan progress reports due to The Office of University Planning and Assessment by the end of October	Vice Presidents/Deans
	Annual University Plan Progress Report is developed and submitted to President's Cabinet for review.	Director of University Planning and Assessment

November	Make Annual University Plan Progress Report available to the university community and external stakeholders via the Texas State website.	Director of University Planning and Assessment
January-March	Meet to discuss progress on academic department plans in conjunction with annual performance review; provide feedback on desired directions	Chairs/Deans
	Meet to discuss feedback from meeting with deans regarding desired directions	Chairs/Faculty
	Meet to discuss progress on college plans in conjunction with annual performance review; feedback is shared with chairs and faculty	Deans/Provost
	Meet to discuss progress on support department plans in conjunction with annual performance review; provide feedback on desired directions	Directors/Unit Heads
	Meet to discuss progress on administrative support plans in conjunction with annual performance review; feedback is shared with directors and support staff	Unit Heads/Vice Presidents
April	Present in university open forums annual progress toward college/division plans (even-numbered years)	Deans/Vice Presidents
	Begin discussions on academic and support plans to determine fund allocations and reallocations for the next fiscal year	President's Cabinet
May	Revisit the University Environmental Scan and update as necessary	Deans/Vice Presidents
July	Meet to discuss progress on college plans to include all current academic year activities; feedback is shared with chairs and faculty	Deans/Provost
	Complete review of new funding requests and approve budget recommendations that will be sent to the Board. Attend annual planning retreat to discuss planning and assessment issues.	President's Cabinet