

# Augusta University

## Policy Library

### Planning and Resource Alignment Policy

**Policy Manager: Institutional Effectiveness**

#### **POLICY STATEMENT**

Planning and resource alignment are part of a systematic, data-informed, and integrated approach to achieving our mission, vision, and values as a comprehensive research university and academic health center. Augusta University (AU) has established the group of Planning Leaders defined by the membership on the President's Cabinet or other criteria at the discretion of the Executive President's Cabinet. The President's Cabinet represents the key senior leadership team responsible for working with the President and Executive Vice Presidents to oversee operations of AU and its affiliates and establishes the mission, vision, and strategic goals and directions of the university and health system. These leaders develop multi-year unit goals and annual tactics and measures of the expected outcomes aligned with the institutional strategic plan. Planning Leaders develop plans with input from Planning Stakeholders and collaborate with other units and core services to achieve established goals. The President and Executive Vice Presidents review the plans and provide feedback based on institutional priorities and resource availability. Planning Leaders then operationalize, monitor, and assess performance of approved goals and tactics. Assessment results are then used to plan for the next fiscal year or the appropriately defined time period.

The planning and resource alignment cycle complies with the Board of Regents' Policy 2.9 on Planning and Assessment and with standards from AU's regional accreditor – Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The SACSCOC *Principles of Accreditation* outlined below must be considered in conjunction with any additional regulatory or legal requirements Planning Units must follow.

**Principle 7.1:** The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. (*Institutional planning*)

**Principle 7.3:** The institution identifies expected outcomes of its administrative support services and demonstrates the extent to which the outcomes are achieved. (*Administrative effectiveness*)

**Principle 8.2c:** The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for academic and student services that support student success. (*Student outcomes: academic and student services*)

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**Office of Legal Affairs Use Only**

**Executive Sponsor: VP for Institutional Effectiveness**

**Next Review: 7/2023**

## **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

## **DEFINITIONS**

**Campus Labs Planning:** The web-based reporting tool that houses planning information.

**Expected Outcomes/Measures:** Levels of success that a unit intends to achieve.

**Goals:** A description of what the unit expects to achieve built on S.M.A.R.T. principles within a given timeframe, often spanning multiple years.

**Planning Leader:** Deans, vice presidents, or other leaders at the discretion of the Executive President's Cabinet with responsibility for developing plans at the level of colleges/schools, divisions, etc., that align with the university strategic plan.

**Planning Stakeholder:** Individuals or groups within or associated with the organizational units (e.g., college/school, division) who participates in the development and implementation of strategic planning at the unit level. Depending on the mission and scope of the planning unit, stakeholders may include faculty, staff, students/trainees, alumni, community partners, etc.).

**Resource Alignment:** The process of ensuring that resources are allocated in alignment with AU's strategic priorities and organizational goals.

**S.M.A.R.T.:** Acronym for ensuring goals and tactics are Specific, Measurable, Actionable, Realistic, and Timebound.

**Strategic Plan:** A document that establishes the direction of Augusta University.

**Tactics:** A description of how the unit expects to achieve the stated goals. These also should be built on S.M.A.R.T. principles that help a unit accomplish set goals within a timeframe, often spanning one year.

**Unit Plan:** A written set of intentions for the unit, updated each fiscal year, which is articulated through stated goals, annual tactics, and the measures/expected outcomes of those tactics.

## **PROCESS & PROCEDURES**

At AU, planning is integrated across colleges/schools and divisions to align with institutional strategic priorities, organizational goals, and available resources. The responsibility for developing, executing and

assessing goals and tactics at the college/school and division level that support institutional strategies rests with the university's **Planning Leaders**. Identified Planning Leaders must develop a multi-year unit plan that is aligned with AU's strategic planning priorities and goals. Unit-level strategic plans must define goals, tactics, measures, and expected outcomes, with goals aligned with institutional strategic planning goals and tactics aligned with institutional key performance indicators. Annually, Unit Plans must be reviewed and updated based on the past year's performance and on the emergence of new expectations for achieving existing goals or leading to new goals. Units must review and document planning progress periodically through mid-year and annual assessment reports. Planning Leaders should appropriately engage Planning Stakeholders in the process of identifying goals, tactics, and measures, and should hold the appropriate leaders within their units accountable for supporting the execution of goals and tactics.

Each unit must designate a point of contact responsible for the planning and resource alignment process within that unit.

Calendars and support materials are listed on the [Institutional Effectiveness Templates + Resources Webpage](#) and through [Campus Labs](#), the AU system of record for planning.

Services provided by the Division of Institutional Effectiveness to support planning efforts include project identification and assistance, data access and analysis, survey stewardship, accreditation, and other institutional oversight initiatives.

## **REFERENCES & SUPPORTING DOCUMENTS**

[Institutional Effectiveness Integrated Planning Webpage](#)

[Campus Labs Planning Module](#)

[SACSCOC Resource Manual for The Principles of Accreditation: Foundations for Quality Enhancement](#)

## **RELATED POLICIES**

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## **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 7/15/2020

President, Augusta University

Date: 7/16/2020