



PROCEDURE

Strategic and Annual Planning

Procedure Administrator: Chief Planning Officer

Authority: N.J.S.A. 18A:64-8

Effective Date: January 20, 1977; May 20, 1978; November 17, 2010; December 16, 2020

Index Cross-References: Policy I-12: Strategic and Annual Planning

Procedure File Number: 1161

Approved By: Dr. Harvey Kesselman, President

Systematic and continuous planning provides a way to engage the entire Stockton community in a framework for decision-making and provides a mechanism to adapt to changing conditions.

The planning process incorporates annual operational planning within the University's strategic planning cycle, aligned with regional accreditation review. Annual and strategic plans integrate budget, facilities, and assessment planning processes for a comprehensive, efficient University-wide approach.

Planning activities revolve around the University's mission, vision, and value statements, objectives, initiatives, measurements and reports. Annual operational and strategic planning processes rely upon systematic and complementary assessment mechanisms to evaluate the accomplishment of goals and objectives to that? inform institutional effectiveness.

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Annually, administrative managers work with their Divisional Executives to gather performance data on their departments for the preceding year. In addition, these leaders formulate goals, consider resource allocation requests, and determine measurements for their annual operational plans for the coming year. This information is collected and submitted to the President's Office and is used to inform the Cabinet's annual strategic priorities plan.

All senior leaders prepare their annual operational plans in similar fashion during late summer, which also helps form the basis of the annual Cabinet priorities document.

Cabinet members meet during the spring semester to review all annual reports, goals, and budget allocation requests and measurements to propose the annual budget for the ensuing fiscal year. This process aligns operational and strategic plans for each year.

The President reviews the annual budget so that it is in alignment with the annual operational and current strategic plans and presents the same to the Board of Trustees for adoption. Cabinet members and managers measure progress on goals throughout the year. If compiled information and data indicate that changes should be made to the strategic plan, the President directs University leaders to adjust the plan accordingly.

Review History:

	Date
Procedure Administrator	10/13/2020
Divisional Executive	10/19/2020
General Counsel	12/08/2020
Cabinet	12/16/2020
President	12/16/2020