

# 2013-2029 TEXAS STATE UNIVERSITY PLAN

## PLANNING INSTRUCTIONS



### INTRODUCTION

The 2023-2029 University Plan goals and initiatives, finalized by the President's Cabinet on October 31, 2022, provide the framework for creating unit, department, school, college, division, and athletic plans. Please use this information to guide the planning process in your unit. That process should include a review of your current plan to determine which of the initiatives listed there have been completed and which should be moved forward to your 2023-2029 plan. Also, an important part of the process is a discussion among chairs/directors, deans, associate vice presidents, vice presidents, and athletic director to ensure support for, and continuity among, all plans.

### GENERAL INSTRUCTIONS

1. Academic and administrative units must include all sections in their plans: I. Mission Statement, II. Process, III. Action Plans, and IV. Planning Priorities. If a unit does not have actions to list under one of the four goals in Section III, it should indicate N/A for that goal.
2. Each unit should format its planning document using the template provided, so that they may be posted uniformly on the University Planning website.
3. Units should keep in mind that plans must be written so that others, outside the unit, can easily interpret information (i.e., acronyms should only be used after a term is spelled out in full when first used).
4. List actions and "resources needed" for implementing a particular action only once in Section III. In other words, do not repeat/duplicate actions or resources needed for the same action elsewhere in the plan.
5. Unit goals and actions should be directly linkable to university goals and to the supporting initiatives listed under those goals (which are numbered but presented in no particular order in the University Plan).
6. Consider suggested actions from recent unit or academic program reviews, accreditation appraisals, and outcomes assessment findings.

# UNIT PLAN FORMAT

## I. MISSION STATEMENT

State your mission statement. Make sure your mission statement aligns with the university mission statement

## II. PROCESS

Describe, in a brief paragraph, the process used to develop your plan, including the nature and extent of faculty and staff involvement.

## III. ACTION PLANS AS RELATED TO UNIVERSITY GOALS AND INITIATIVES

To assist in your planning efforts, please refer to the 2023-2029 Texas State University Plan *Mission and Shared Values, Goals and Initiatives, and Background Briefs* documents located at <https://www.avpie.txst.edu/planning/2023-2029-university-plan-development.html>. It is imperative that you carefully review this material. As you develop unit actions in response to the university goals and initiatives, keep in mind that the focus of a strategic plan, as opposed to a tactical or operational plan, is on major initiatives, not day-to-day operations of the unit. “New” or “significantly expanded” actions may include major long-term actions that are included in your current strategic plan, but that have not as yet been “realized,” as long as they are linkable to a 2023-2029 university goal. It is also important that faculty and staff in the unit are engaged in the process. The plan should meaningfully reflect the unit as a whole, rather than merely serving as a compilation of all lower-level plans with no prioritization.

For each of the five university goals, please list any major actions that your unit proposes in support of the university goal. Describe, in approximate terms, (1) the unit(s) where the action will be initiated, (2) a brief but clear description of the action, (3) the timeframe for development and implementation, (4) new resources requested (if any) for the proposed unit action (such as personnel, facilities, equipment, technology, operating budget, etc.), (5) the total expected cost requested in dollars, (6) the source of funding and how the unit plans to obtain those funds, (7) criteria for assessing unit actions listed, with an key any applicable performance indicators and targets, and (8) direct linkage to specific university initiatives or goals. It is not expected that individual units will have major actions required for all university initiatives related to the university goals.

## IV. PLANNING PRIORITIES

From the list of action plans to be undertaken by your unit during the 2023-2029 timeframe, what are the priorities of your unit. Using university goals and initiatives as your guide, list and briefly describe up to five of your unit’s top priorities for the 2023-2029 planning cycle, and indicate the university initiative/goal to which the unit’s action is linked.