



## PA:002 – Strategic Planning Policy

### **Purpose**

The University of Montevallo is committed to a comprehensive strategic planning process for the purpose of prioritizing goals and outcomes that support the University's mission. This policy establishes the standards for the development of a strategic plan for the University to ensure that the University is in compliance with applicable regulations and with the requirements of appropriate accrediting agencies.

The Bylaws of the Board of Trustees of the University of Montevallo require that the Board of Trustees approve review and act on the strategic plan. To that end, the strategic plan will cover a period of five years from the date on which the plan is approved and the Board will review a status report and reaffirm the plan on an annual basis and more frequently if necessary.

### **Responsible Parties**

The President will seek broad-based input in the development and implementation of the strategic plan by appointing a Strategic Planning Committee composed of administrators, faculty, staff, and students.

The ex-officio voting membership of the Committee will consist of:

- Provost/Vice President for Academic Affairs (Chair)
- Vice President for Business Affairs and Treasurer
- Vice President for Enrollment and Student Affairs/Dean of Students
- Vice President for Advancement and External Affairs
- Chief Information Officer
- Director, Intercollegiate Athletics
- Assistant Provost/SACSCOC Liaison
- Registrar
- Director of Institutional Planning and Assessment

- Director of Human Resources and Risk Management
- Advisor to the President for Minority Affairs and Chief Diversity Officer
- Chair, Chairs' and Deans' Council
- Chair, Undergraduate Curriculum and Standards Committee
- Faculty Senate President
- Staff Senate President
- Director of Physical Plant
- Director of Admissions
- President, National Alumni Association
- Student Government Association President

The appointed voting membership of the Committee will consist of:

- Deans' Council Representative
- College of Arts and Sciences Faculty Representative
- College of Business Faculty Representative
- College of Education Faculty Representative
- College of Fine Arts Faculty Representative

The President will also appoint an additional staff member to serve as a non-voting recorder for the committee. Appointed members of the committee will serve three-year staggered terms. Additional appointments and adjustments may be made as needed.

### **Responsibilities of the Committee**

#### Review of the Mission and Vision Statements

The University's mission and vision statements serve as the foundation for strategic planning. The Strategic Planning Committee will review the University's mission and vision statements every 5 years at the initiation of the Strategic Planning Process. This review will occur every 5 years or more often as required by any substantive or other broad institutional changes, and/or by changes in the requirements of regulatory or accrediting agencies. Unique among public institutions in Alabama, the University's mission statement was codified (Section 16-54-3) by the Alabama Legislature in 1979 and requires legislative action for final revisions.

Any proposed revisions to the statements will be based on analysis of relevant information, and the review will include broad-based consultations with the opportunity for commentary from University constituents. Following the period for review, any suggested revisions to the mission or vision statements must be forwarded to the Board of Trustees for consideration.

### **The Strategic Planning Process**

The Committee's planning process will include:

- Development of 5-year strategic plan with goals, outcomes, and responsible units based on an analysis of evidence-based, relevant information for the purpose of improving institutional quality and effectiveness.
- Development of structured annual cycle for implementation, including benchmarks and assessment plans.

The development of the University's strategic plan by the Committee will begin at least 3 full terms before the completion of the previous Strategic Plan include information from UM's institutional planning process as well as broad-based consultations with the opportunity for commentary from University constituents. Following the period for review the Strategic Plan will be sent to the Board of Trustees for approval.

Following approval by the Board of Trustees of the 5-year strategic plan, the full Committee will typically meet twice annually to review the annual status and the results of annual assessment efforts. An Executive Committee consisting of the Provost, Vice President for Business Affairs and Treasurer, Vice President for Enrollment and Student Affairs/Dean of Students, Assistant Provost, Director of Institutional Planning and Assessment, and two other members elected by the full Committee, will meet more frequently in order to fulfill the Committees responsibilities. The Executive Committee will also review this policy and make any recommendations for changes to the President once every 5 years and more frequently, if necessary.

The Committee is expected to disseminate meeting minutes and information about strategic plans, implementation plans, and progress to the University community on a regular basis.

The Provost will be responsible for a status report to the President and the Board of Trustees, on a quarterly or more frequent basis, including any recommendations for updates in the 5-year strategic plan or in changes in the implementation of the plan.

*Adopted January 2019*

# University of Montevallo

## Operational Policy Authorization Form



Policy Adoption



Policy Revision\*



Policy Withdrawal

**Policy Title:**

Strategic Planning Policy

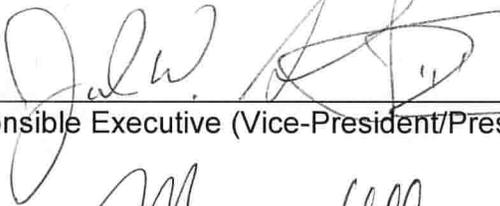
**Responsible Office:** Assistant Provost for Assessment



Responsible Officer (Administrator, Dean, Director, or Department Head)

1/31/19

DATE



Responsible Executive (Vice-President/President)

1/31/19

DATE



Vice-President for Business Affairs

1/31/19

DATE

*NOTE: \*Revised policies must show red-line track-changes*

*Please mail the final, signed, hard-copy of this completed form to:*

Business Affairs  
Station 6010  
(205) 665-6010

Please email a Word Document of the final version of the policy  
along with the red-line version to [businessaffairs@montevallo.edu](mailto:businessaffairs@montevallo.edu)

**FOR BUSINESS AFFAIRS USE ONLY**

Policy #: PA: 002

Posted to UM Website – Date 02/01/19 Initials ZDB

Notice to Campus – Date 02/04/19 Initials ZDB