

UNIVERSITY OF HAWAI'I
GUIDELINES FOR FORMATTING UNIT ACADEMIC PLANS

In general, a Unit academic plan conveys how a major segment of the University will be different at the end of a six-year planning period if the plan is implemented and how these differences advance its mission and the goals and strategies of the comprehensive system plan.

(The following format is intended as a guideline. It may be reordered or modified but, in general, these questions and topics must be addressed.)

What is the Unit's special role?

I. Unit Mission (as approved by the Board)

The vision, values, and/or special attributes that set the Unit apart and provide its reason for existence.

What are the overall directions for the Unit?

II. Goals

Statements of targets or aims that elaborate at the Unit level the goals of the operative comprehensive system plan.

How will goals be achieved?

III. Priorities

The specific Unit priorities and strategies that are designed to implement the planning principles and action strategies of the comprehensive system plan.

- A. Planned program development and restructuring.
- B. Description of planned policy and organizational changes.
- C. Financial plan that describes how the resource requirements (budgets, staffing impacts, facilities, etc.) associated with stated priorities will be addressed.

What is the current state of affairs?

IV. Planning Context

- A. An analysis of external and internal factors and issues (needs/capacities, strengths/weaknesses, etc.) that lead to the planning assumptions that in turn frame Unit priorities and action strategies.
- B. An assessment of current, projected, and planned enrollment levels for the six-year planning period.
- C. A summary of performance relative to key indicators.