

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.