MEMORANDUM

TO: Deans, Directors, and Chairs – Norman Campus

FROM: Nancy L. Mergler
Senior Vice President and Provost - NC

DATE: June 20, 2012

SUBJECT: Annual Spring Planning and Goal Setting

In order to insure:

1. an ongoing process of strategic analysis and goal setting within each academic unit;
2. a preliminary input into FY14 fiscal budget;

the Office of the Senior Vice President & Provost requires colleges and provost-direct units to review and update the following information.

This planning process should begin with the two-page mini-vita prepared by each academic unit within each college involved in faculty annual evaluation and the five page annual evaluation summary provided by each college. Additionally, enclosed are:

1. 2011-2012 College Profile of 10 years trend tables,
2. The Spring Planning Tables with 5 year historical data for your academic unit,
3. Your unit’s 2011/2012 academic goals in both narrative and tabulated format.

These documents are given to you in both paper and electronic form. Please submit revised and updated information by July 30, 2012 as follows:

1. Your Spring Planning Tables with the areas designated in yellow on each table completed. If you would like to make notes as to sources, etc. for future reference, you may do so to the side of the charts (under the yellow areas). If you make any changes to the numbers that we provide, please make a note in the spreadsheet or let us know via e-mail. If you need another copy of any table, contact IRR at 325-3681.

2. Your table of goals updated from 2011-2012 for 2012-2013 and provide an updated goals narrative for 2012-2013.

Goals completed during AY11-12 should be marked “complete” but not deleted. Remove goals no longer appropriate and goals marked “complete” on last year’s report. Forward the electronic documents to BOTH Cheryl Jorgenson cjorgenson@ou.edu AND Susannah Livingood slivingood@ou.edu .

cc: Cheryl Jorgenson, Associate Provost & Director of Institutional Research & Reporting