



INSTITUTIONAL PLANNING POLICY

PURPOSE

Institution Planning coordinates the development and implementation of the University's strategic and operational plans; monitors internal and external environments to identify trends and developments that impact the University; recommends strategic responses to influencing environmental factors; makes recommendations on policy issues; and coordinates and assists with institutional effectiveness and accreditation.

STATEMENT OF POLICY

It is the University's policy to ensure institutional planning processes, resources and structures are aligned with each other and sufficient to fulfill its mission and the goals set forth in the Strategic Plan. As part of this policy, the University continuously assesses and improves its programs and services, and incorporates mechanisms to respond effectively to opportunities and challenges.

This policy seeks to ensure the University's objectives, both institution-wide and for individual departments, are clearly stated, assessed periodically, linked to LIU's mission and goals, and serve as a valuable input for planning and resource allocation. This policy also seeks to ensure the University incorporates measurable strategies to assess the adequacy and efficient utilization of institutional resources required to support its mission and goals.

The University's Institutional Planning model outlines the Assessment, Planning, and Budgeting process at the macro level with the development of an institution-wide strategic plan that drives the division level strategic planning, budgeting and assessment, and is supported by the annual operational plans and evaluation of academic programs and administrative/educational support units at the micro level. The following operational areas guide this model:

- Academic Affairs
- Admissions and Enrollment
- Business and Finance
- Information Technology
- Institutional Advancement
- Marketing and Communications
- Operations
- Student Affairs

Within these operational areas are 19 academic and administrative units responsible for establishing and monitoring operational plans on at least an annual basis, as follows:

ADMINISTRATIVE UNIT (19)	OPERATIONAL AREA
Office of Sponsored Projects	Academic Affairs
Budget Office	Business and Finance
Controller's Office	Business and Finance
Student Financial Services	Business and Finance
Athletics	Operations
Facilities Services	Operations
Human Resources	Operations
Performing Arts Centers	Operations
Professional Education	Operations
Security	Operations
Sourcing and Procurement	Operations
University Counsel	Operations
Auxiliary Services	Student Affairs
Center for Healthy Living	Student Affairs
Employee and Alumni Engagement	Student Affairs
Enrollment Services	Student Affairs
Promise	Student Affairs
The Learning Center-Brooklyn	Student Affairs
The Learning Center-Post	Student Affairs

In completing the annual operational plans and evaluation of academic programs and administrative/educational support units, the following objectives must be met:

- Institutional objectives, both institution-wide and within individual units, must be clearly stated, assessed and linked to the achievement of mission and goals as set forth in the Strategic Plan
- Plans must reflect conclusions drawn from assessment results, and be presented by each operational area for consideration in future planning and resource allocation
- Reflect involvement from constituents and incorporate the use of assessment results

PROCEDURES

For Standard Operating Procedures and procedural expectations associated with this Policy, refer to:

[Long Island University Standard Operating Procedure- Budget Development \(SOP LIU F-B-1001\)](#)

POLICY TYPE: FINANCE