|  |
| --- |
|  |
| Division of Student Life |
| Department Strategic Plan |
|  |
| Department Name  |
|  |

Date Range of Plan

**Division of Student Life**

**Strategic Planning Template Instructions**

Each department should have a strategic plan outlining the priorities of the unit over a 5-year period of time. The program review process is intended to launch the strategic planning process. The Strategic Planning Template is designed to help you identify ways in which your departmental staff, services, and programs are accomplishing the priorities identified in the department’s strategic plan. This template is aligned with the university language to support consistent terminology across departments.

**Directions:** Please use the template below to enter your department’s strategic plan. You might have more than one goal to accomplish each priority. You will copy and paste as many charts as needed. There are no required number or priorities, goals, and objectives. Keep your plan realistic and measureable over a 5 year period of time.

A sample is included and each section of the template is described in detail below:

**Priorities:** *What is the subject of your main focus? This is usually a brief couple of words to simply identify the area.*

**Goals:***What do you hope to accomplish with the priority?*

**Objectives:** *Under each goal, please provide objectives that summarize what the unit will do to meet each goal. These should be measurable and reasonable given the needs and resources for the unit.*

**Actions:** *What concrete actions will you take to carry out the objectives? Be as specific as possible.*

**Metrics/Benchmarks:** *How will you know that you have been successful in meeting each objective? These should be tangible targets that are aligned with each action mentioned. How will you measure progress?*

**Date:** *What is the timeframe that you will implement each action?*

**Responsible Party(ies):** *Who is responsible for implementing each action? Be as specific as possible here.*

Please direct any questions about the Strategic Planning Template to dslassessment@utk.edu.

**SAMPLE**

**Priority 1:** STUDENT DEVELOPMENT

**Goal 1:** Strengthen programs and support services that emphasize student development.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objectives** | **Actions** | **Metrics/Benchmarks** | **Date** | **Responsible Party(ies)** |
| Assess and enhance intentional opportunities for students to become connected early through high-impact programs. | Create new Living Learning Communities each annual cycle | 2 additional LLCs added per annual cycle | Begin Fall 2021 then ongoing  | Executive Director of University Housing and Coordinator of Living & Learning Communities |
| Promote and expand programs and services that support all students (for example, transfer students, graduate students, undergraduate students). | Expand the existing Big Orange Meal Share program through new marketing |  Number of meals shared increases by 10% each annual cycle | Begin expansion Fall 2021 then ongoing | DOS and Director of Outreach Initiatives |
| Enhance education programs and support for student wellness (for example, safety and awareness, health and wellness, prevention, intervention). | Increase the care and support of students through 974-HELP | Increase the number of case management coordinators from 2 to 3 | Completion by Spring 2022 | DOS and ADOS for Care and support |
|  |  |  |  |  |

**Priority 1:**

**Goal 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objectives** | **Actions** | **Metrics/Benchmarks** | **Date** | **Responsible Party(ies)** |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |  |  |  |  |
|  |  |  |  |  |