

**Lamar Institute of Technology
Annual Unit Planning Calendar
2023-2024**

<u>MONTH</u>	<u>PROCESS</u>	<u>RESPONSIBILITY</u>
September	Implement FY23-24 Unit Plan and budget.	Unit Heads
October - November	Develop and submit the FY22-23 Annual Assessment Report to the President's Executive Team for review.	IEA
December	Make the FY22-23 Annual Assessment Report available to internal and external stakeholders via the LIT website.	IEA
January	Assess FY23-24 mid-year Unit Plan progress.	Unit Heads
January - February	Reflect on the FY22-23 Annual Assessment/Unit Plan Report, the College Mission, and Strategic Goals. Discuss campus planning priorities and desired direction for FY24-25 and share with faculty/staff.	President's Executive Team
February - March	Develop FY24-25 Unit Plan based on the College Mission and Strategic Goals, and utilizing FY23-24 mid-year assessment.	Unit Heads
April - May	Present FY23-24 and FY24-25 Unit Plans and budget requests at scheduled budget hearings.	Unit Heads
June	Discuss Unit Plans and determine fund allocations for FY24-25.	President's Executive Team
August	Present FY24-25 direction and budget proposal to TSUS.	President
	Finalize and submit FY23-24 and FY24-25 Unit Plan to IEA by the 15 th .	Unit Heads

Dates/Process are subject to change.

Updated 5/30/2024