

**Lamar Institute of Technology  
Annual Unit Planning Calendar  
2024-2025**

<u>MONTH</u>	<u>PROCESS</u>	<u>RESPONSIBILITY</u>
September	Implement FY24-25 Unit Plan and budget.	Unit Heads
October - November	Develop and submit the FY23-24 Annual Assessment Report to the President's Executive Team for review.	IEA
December	Make the FY23-24 Annual Assessment Report available to internal and external stakeholders via the LIT website.	IEA
January	Assess FY24-25 mid-year Unit Plan progress.	Unit Heads
January - February	Reflect on the FY23-24 Annual Assessment/Unit Plan Report, the College Mission, and Strategic Goals. Discuss campus planning priorities and desired direction for FY25-26 and share with faculty/staff.	President's Executive Team
February - March	Develop FY25-26 Unit Plan based on the College Mission and Strategic Goals, and utilizing FY24-25 mid-year assessment.	Unit Heads
April - May	Present FY24-25 and FY25-26 Unit Plans and budget requests at scheduled budget hearings.	Unit Heads
June	Discuss Unit Plans and determine fund allocations for FY25-26.	President's Executive Team
August	Present FY25-26 direction and budget proposal to TSUS.	President
	Finalize and submit FY24-25 and FY25-26 Unit Plan to IEA by the 15 <sup>th</sup> .	Unit Heads

Dates/Process are subject to change.

Updated 5/30/2024