

University Planning System

Institutional Planning Cycle

NewCentury@Elon, is the institution’s long range plan. Each unit of the university will develop a five-year plan based upon that document. Within each five-year plan is an annual plan that will be revised in accordance with the annual budget. Thus the planning cycle at Elon University moves from the development of a five-year plan, to an annual plan, to an implementation phase, to a budget development phase.

Because the following calendar is based upon the academic year, it begins with the implementation stage, moves to the budget development phase and then to the local and institutional planning stage.

- September – Begin implementation of institutional priorities. Adjust and begin implementation of local annual priorities
- October – Begin budget development based upon institutional and local 5-year plans
- January – Review planning and implementation at senior staff mini-retreat
- March – Approve budget
- April-May – Complete annual priorities at local levels based upon new budget and local and institutional 5-year plans
- June – Synthesize all local plans and draft institutional annual priorities at senior staff retreat
- July-August – Review annual institutional priorities at local units and reach agreement on annual institutional priorities

BUDGET CYCLE

October	Budget committee convened
November	Budget materials sent to local units
December	Budget materials returned
January-February	Budget hearings conducted
February 15	Budget mailed to Board of Trustees
March	Budget approved
May 1	Individual budgets forwarded to local units
June 1	Fiscal year begins