

Policy Number: GO004EN

Effective Date: 3 Jul 2018

1. PURPOSE

The strategic planning, budgeting and assessment process of AUP is part of an annual iterative cycle involving all departments of the University. In order to effectively assess and improve processes, all units must adhere to the schedule and produce the deliverables outlined in this policy in a timely fashion.

2. WHO IS AFFECTED BY THIS POLICY

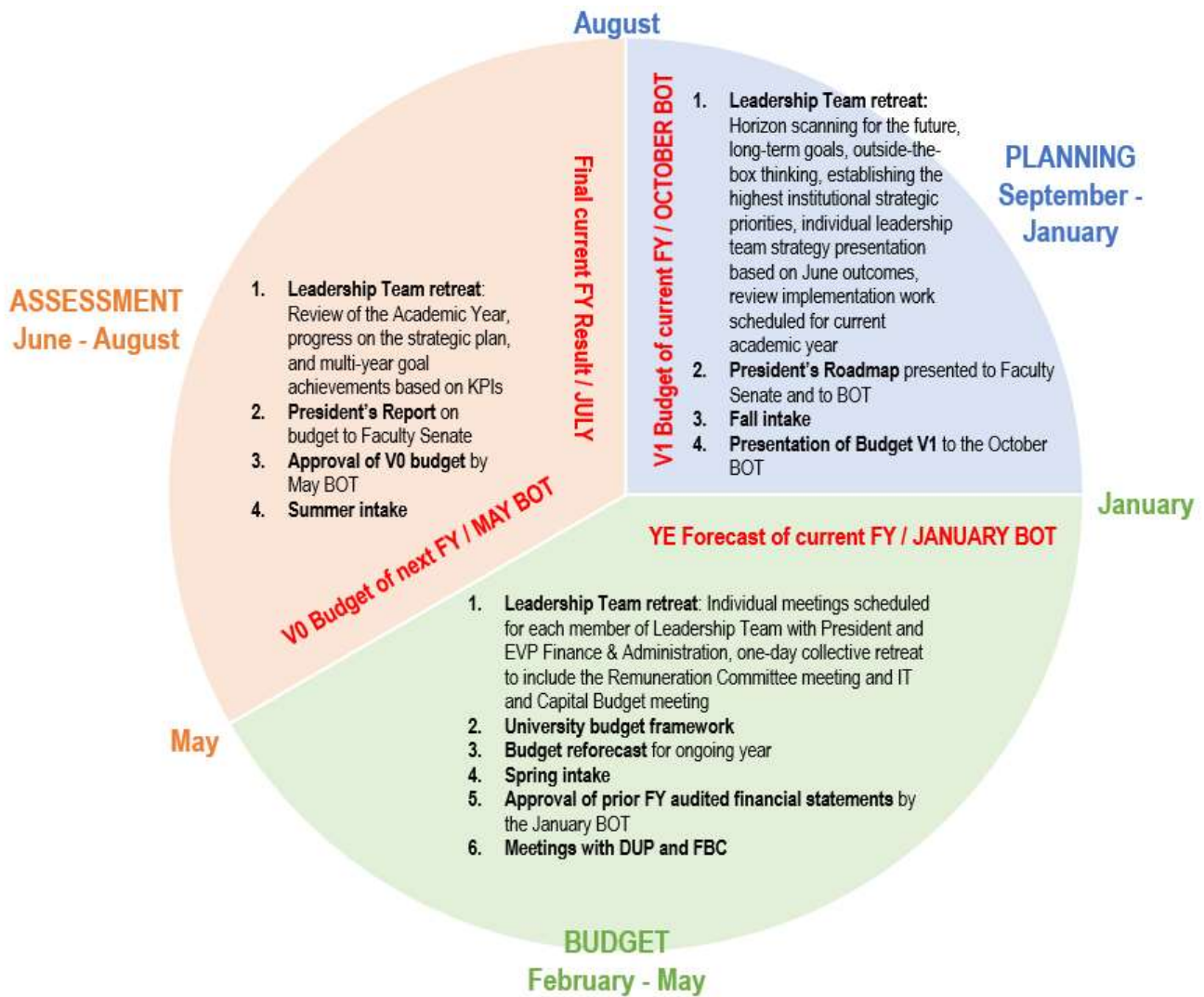
Staff, Faculty

3. POLICY STATEMENT

At the start of each academic year, the Office of Finance and Administration works with the Office of the President to set dates for meetings and retreats related to the planning, budgeting and assessment calendar. Each unit's vice president or manager ensures that required information is delivered to the Office of Finance and Administration in a timely manner that respects the cycle below.

The planning, budget, and assessment cycle is matched to the annual calendar of Faculty Senate and Board of Trustees meetings:

- **Strategic Planning (September-January):** Fall is the annual institutional planning period which takes place on two tracks. First, the budget priorities for the current year begin to be implemented and are laid out in the President's *Lettre de Rentrée* and fall reports to faculty and staff. Fall is also the time for reviewing the assessment results of the previous year and beginning to plan strategically for following year's budget process to take place in the Spring. The Fall Leadership Team retreat focuses on assessment of progress and achievements, readjustment of goals, and outside-the-box thinking about opportunities and threats ahead. The Fall planning work culminates with a strategic planning session at the January Board meeting. At the January meeting each year, the Board approves the prior fiscal year's audited financial statements and the updated budget year-end forecast adjusted for spring intake.
- **Budgeting Process (February–May):** Spring is the annual budget process during which allocation of financial resources in alignment with strategic goals occurs. The Spring Leadership Team retreat identifies the highest strategic priorities, and engages in horizon scanning for the following year, preparing to build a budget in alignment with both. It also considers the budget frame provided by the COO. Over the course of the spring a calendar of meetings with cost center managers across campus takes place, which is then subject to leadership arbitration, and consultation with the DUP and Faculty Budget Committee. This process results in submission of the draft fall budget (V0) to the Board of Trustees at the May meeting, as well as the year-end forecast of the ongoing year adjusted for summer.
- **Assessment of the Year and Follow-up on Strategic Road Map for the next year (June-August):** Summer is the annual assessment season, which begins right after Commencement, runs through the summer, and includes a Leadership Team retreat in early June reviewing key performance indicators and progress toward strategic plan. During the summer months, two institutional assessment reports are prepared: the first is an institutional vitality report compiled by the President's Chief of Staff that includes Finance, Admissions, and Advancement; the second, based on submission of unit-level assessment reports and academic departmental reports, as well as Faculty Activity Reports is compiled by the Associate Dean for Educational Assessment. This process culminates in the presentation at the October Board meeting of the final V1 version of the budget adjusted for Fall intake.



4. RESPONSIBILITIES

The Office of Finance & Administration administers this policy, in collaboration with the Office of the President, under the supervision of the Executive VP for Finance & Administration.

5. DEFINITIONS

- AUP** The American University of Paris
- FY** Fiscal Year
- V0 Budget** Draft budget approved in May for the following fiscal year
- V1 Budget** Final budget approved in October for the ongoing fiscal year
- DUP** Délégation Unique du Personnel
- YE** Year-End
- FBC** Faculty Budget Committee
- BOT** AUP Board of Trustees

6. APPROVALS & HISTORY

Leadership Team approval on July 3, 2018.

Next review in November 2021.

7. ISSUING OFFICE AND CONTACT

The Office of Finance & Administration

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