

## JMU Planning and Reporting Cycle- 2023-24, 2024-25

### July

- Directors/AUHs and AVP/Deans complete annual reporting in JMU-STAR.
- Directors/AUHs submit annual reports to respective AVP/Dean.
- AVP/Deans submit annual reports to respective VP.
- VP's office communicates with AVP/Deans results of initiative requests.
- AVP/Deans report results of initiative requests to Directors.

### August

- VPs review annual reports from AVP/dean units and create an annual report for the division.
- VPs, AVP/deans send updated division/college strategic plans to OIR for posting to the JMU-STAR tool so objectives can be written in alignment with JMU and division/college strategic plans.
- Directors/AUHs hold department planning retreat/meetings for the current year and update objectives in JMU-STAR based on these discussions.

### October

- Office of Budget Management (OBM) begins the budget process for the following FY by issuing requests for cost-to-continue items, review of permanent budget revisions and reporting authority.
- OBM makes the forms for E&G initiative requests available to departments.
- Institutional Research (OIR) makes initial contact with instructions for writing objectives into the JMU-STAR tool for the following FY.

### December

- All units enter objectives requiring new funding for the next FY into JMU-STAR.
- Units submit Budget Initiative forms to the respective AVP/Dean; an objective must be in JMU-STAR for each budget initiative submitted.

### January

- Budget initiative requests, if accepted, are sent to the OBM by the VP's office.

### February

- OBM meets with VP to discuss submitted budget initiatives.
- VP determines which objectives will become strategies on SCHEV six-year plan.
- Annual reporting fields in JMU-STAR open for the current year-end reporting.

### May

- OIR distributes end-of-year reporting information (objective outcomes and annual report).
- OBM meets with the VP to communicate results of initiative funding requests.

### June

- Directors/AUHs and AVP/Deans complete June updates for each objective managed through the JMU-STAR Tool with a specific focus on accomplishments and use of results.
- Directors/AUHs/AVPs/Deans enter objectives for the next FY not requiring new funding into the JMU-STAR tool based on the following parameters:
  - Unit mission and major departmental or unit objectives
  - Continue objectives from prior year that include the evaluation of results
  - Action plan items resulting from Program Review
  - Other mutually agreed upon goals and objectives with supervisor
- Directors/AUHs and AVP/Deans begin annual reporting in JMU-STAR based on instructions sent in April/May.
- Board of Visitors approves the university budget.