

As of December 10, 2002

TWO-YEAR PLANNING CALENDAR

July

Recurring: None

2003: 1) assess progress on mission, vision, values statements; 2) staff responds to draft

August

Recurring: 1) department and committee annual reports (goals moved to January); 2) associate director's annual reports; 3) draft statement of dept. plans; 4) derive staff (including faculty) training program for the coming year; 5) memo to faculty on annual reviews; 6) memo to faculty on reappointments and promotions

2003: staff responds to draft mission, vision, values statements

September

Recurring: 1) faculty evaluations due; 2) special budget needs from units; 3) reminder for requests for faculty promotion; 4) director's annual report to provost

October

Recurring: 1) appointment and promotions reviews; 2) request input on candidates for promotion; 3) annual building survey forms sent

2003: retreat and revised plan preview to all staff

November

Recurring: 1) budget forms and salary information received

December

Recurring: 1) review of preliminary budget (LEC)

2002: identify retreat participants

January

Recurring: 1) department/committee goals due; 2) state of the Library Address; 3) appointments and promotions recommendations to provost

2003: 1) environmental scan begins (internal focus groups, etc.); 2) announce retreat team members

February

Recurring: 1) LAM reviews library budget; 2) budget submitted to provost

March

Recurring: 1) staff reviews

April

Recurring: 1) nominations for library recognition awards

2003: environmental scan ends

May

Recurring: 1) annual report requests to units

2003: library retreat (mid-May)

June

Recurring: 1) salary increase letters; 2) staff recognition reception

2003: Draft of vision, values and culture, mission, and strategic plan components