

October 2011

7.107 Annual Operating Plans

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Recommended Citation

"7.107 Annual Operating Plans" (2011). *7.000 Institutional Advancement*. 4.
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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Annual Operating Plans Policy Policy 7.107	
Institutional Advancement Policies		Effective date: August 4, 2009	
Policy History:	Approved by:	Resolution #	Date
Approved	Chancellor	N/A	August 4, 2009
Revised (Non-substantive)	Office of University Counsel	N/A	May 25, 2017
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of Vice Chancellor for University Advancement	Vice Chancellor for University Advancement	904-608-9840	All University and Campus Advancement Offices

I. Introduction and Purpose

The purpose of this policy is to define the process for each campus' submission of their Annual Advancement Operating Plan.

II. Procedure

A. Each campus' or unit's senior advancement officer is to complete the Annual Advancement Operating Plan for the following fiscal year, by June 15 of each year, and forward the plan to the Vice Chancellor for Institutional Affairs (VCIA).

B. Every 6 months, each campus' or unit's senior advancement officer is to send a report to the Chancellor and the VCIA indicating the campus' or unit's progress toward meeting its goals and benchmarks.

Forms Cross Reference

Annual Planning Template for Advancement Departments	Form # 7.107:01
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