The “Report on the Allocation of Resources at the University of Richmond,” adopted by the University Faculty in January of 2008, recommends that each School document its planning and resource allocation process. See [http://facultygovernance.richmond.edu/](http://facultygovernance.richmond.edu/) for the SPCS document.

SPCS engages in ongoing planning, creating both annual action plans along with School-wide overarching strategic plans, the latter updated on a 3-5 year basis. The full-time faculty are central to both processes.

On an annual basis, the faculty and deans typically meet in an all-day retreat format to discuss both School-wide and individual program objectives. Additionally, each full-time faculty member meets twice annually with the dean and senior associate dean. Summer meetings establish goals and objectives for the coming year. Spring meetings are used to review and update those goals. Written documentation of these conversations is sent to each faculty member and becomes part of the annual review process and the promotion process.

The creation of a new strategic plan is driven by internal and external factors, and regularly occurs on a three- to five-year basis. These plans typically involve all full-time faculty and staff plus representatives from the adjunct faculty, students and alumni. Additionally, these plans include all operating units of the School and may engage outside consultants in the process. These activities may result in a written document and may require Board of Trustees approval, depending on the nature of the recommendations made.

Program chairs in the SPCS are engaged in resource allocation decisions affecting the Evening School on an ongoing basis. The director of administrative and technical services meets with each program chair during the preparation of the School’s budget. Each program chair makes recommendations about program needs along with projections about enrollments (revenues) and expenses. Each program chair oversees a program budget.

Resource questions that cut across programs or involve operating units outside of the Evening School are addressed in monthly meetings that include the dean, senior staff members and the faculty.

Originated in January of 2008

Revisions approved:

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