2013-2014 PBA Guidelines

What’s new? The PBA process has been refined each year from its inception in 2003. This year, on its tenth anniversary, there are a few additional improvements which include:

- an increased emphasis on looking strategically beyond the next year,
- making more efficient use of the time spent in the conversations, and
- focused attention on strategic initiatives rather than budget requests.

Purpose PBA helps to align and prioritize initiatives throughout the campus in support of UVU’s mission, Core Themes, and Administrative Imperatives. The institution, as well as its various units, follows a planning model in which long-term objectives are defined and progress is assessed. Action goals (initiatives) are developed and prioritized based on an assessment of the objectives, with consideration given to external factors and future desires. The conversations provide a public forum to promote collaboration, integration, and transparency in discussing initiatives, priorities, and the assignment of resources.

Strategic Vision All units are asked this year to envision what their unit should look like in four years, the 75th anniversary of UVU’s founding. Think of ourselves as an ideal, mature, serious university and consider questions such as: What services would be provided by the unit and to what level? What could be accomplished? What would success look like?

Conversations The presentations this year will have three parts: (1) The strategic vision for the division/unit. (2) Objectives of the division/unit (these are long-term, enduring objectives similar in nature to the UVU core theme objectives). (3) The highest priority goals (initiatives) for the next few years that would further the strategic vision and objectives, noting whether funding is currently available or not.

[Please note that there is not an emphasis, as in the past, on describing accomplishments of the previous year or providing accountability for prior resource allocations during the PBA conversations.]

To make it more conversational, the audience should be encouraged to ask questions and make comments during the presentation. Allow time for audience discussion during and after the presentation.

Planning Documentation Mission statements, objectives, and goals should be entered into Insight. For questions regarding Insight, contact Institutional Effectiveness and Planning (x6749).

Budget Requests For goals needing resources, the provided budget request form must be filled out and submitted to the respective Vice President who will, in turn, consolidate the information on a template and submit the documentation to the Budget Office prior to the conversations. Leaders may submit updated templates should initiatives change and/or new opportunities arise. New opportunities may come out of collaboration with others’ initiatives.