

**Lamar Institute of Technology  
Annual Unit Plan Calendar**

<b><u>MONTH</u></b>	<b><u>PROCESS</u></b>	<b><u>RESPONSIBILITY</u></b>
February	Begin development of Annual Unit Plan (AUP) and budget for subsequent fiscal year (FY).	Department Leads
March	Finance distributes budget planning worksheets.	Finance
April	Review of unit plans; adjust strategies as needed for subsequent FY.  Submit completed budget worksheets for subsequent FY to Finance Office for review.	Department Leads
May	Review budget requests and justifications for subsequent FY.	Administration
June	Administration sets budget priorities and fund allocations for the subsequent FY.	Administration
August	President presents proposed budget to TSUS at August Board Meeting; approved budget becomes active on September 1.  Submit subsequent fiscal year Unit Plan to IEA.  Submit end-of-year Unit Plan analysis for the current FY to IEA.	Administration  Department Leads
September	Begin the institutional planning cycle for the current FY.	Department Leads
October - November	Annual Unit Plan Report for previous FY submitted to the President and Executive Team for review.	IEA
December	Evaluate LIT's success in fulfilling its Mission & meeting Strategic Planning Goals for previous academic year; discuss planning priorities & direction for new FY in an Annual Strategic Planning Report.	Administration
January	Conduct mid-year analysis of Unit Plans for current FY in progress.	Department Leads

Dates/Process are subject to change.

Updated 4/1/2025

# Lamar Institute of Technology Annual Unit Plan Calendar

