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ACRL Planning Cycle Process and Deadlines

Overview

The ACRL Board is responsible for stewarding the association's implementation of its strategic plan, Plan for Excellence. The Plan for Excellence details the Board's vision for ACRL's initiatives related to the Value of Academic Libraries, Student Learning, and Research and Scholarly Environment. The Board has vested three strategic goal area committees with the responsibility of identifying specific activities to accomplish ACRLs' strategic objectives. The Board works closely with three strategic goal area committees as well as all division-level committees to establish a cohesive and cohensive association-wide plan for action.

The ACRL planning cycle includes both detailed planning for current year as well as planning for future years as appropriate to ensure that ACRL has the resource foundation in place to realize ACRL's strategic goals. The Committee chair, vice-chair, board liaison, and staff liaison comprise a leadership team responsible for accomplishing committee's charge.

Work plan preparation responsibility

Division-level Committee chairs have been tasked by the Board with preparing annual committee work plans in coordination with the committee vice-chair, Board and staff liaisons, and committee members. Component Committees are also expected to coordinate plans with Coordinating Committees and Coordinating Committee chairs are expected to establish a timeframe and lead coordina efforts. Annual committee work plans should address responsibilities included in the current charge as well as any additional special projects committees plan to undertake advance ACRL's strategic goals.

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Date Due	Action(s)	Responsible Party
Late May	Submit KPI data for Annual Conference Third Quarter KPI report by Board document deadline	Strategic goal area committees,
Approx. 2 weeks before Annual Conference	Submit Annual Conference agenda (Note: Agenda should include review of draft year-end report and coming year's work plan) to ACRL staff via email to Katie Coombes (kcoombes@ala.org) Post Annual Conference agenda to committee's ALA Connect space Draft year-end report and ideas for coming year's work plan documented and distributed to committee and liaisons (and coordinating committee as appropriate) for review prior to Annual Conference. Note: documents should be posted to the committee ALA Connect space.	Committee chair and vice-chair
	Draft long-range initiative ideas that address Plan for Excellence strategic goal area objectives. These ideas will be highlighted in the Strategic Initiative Planning Grid to give the Board a high-level look at progress on the Plan for Excellence. Note: documents should be posted to the committee ALA Connect space.	Strategic goal area committee chair and vice-chair
Annual Conference or virtual meeting (Typically third week of June)	Discuss draft year-end report Discuss annual committee work plan ideas for coming year	All committees, Board and staff liaisons
	Discuss the long-range initiative ideas for appropriate strategic goal area objectives that will be placed on the Strategic Initiative Planning Grid Add initiative ideas to the Strategic Initiative Planning Grid; turn in to staff liaison by August deadline Participate in Board meeting 1 for the Plan for Excellence agenda item	Strategic goal area committees, Board member serving on the committee, staff liaisons
No later than July 1	Finalize and post year-end report to committee's ALA Connect space by outgoing chair for access by incoming chair. Note: after July 1, the previous year's Committee chairs will not have access to committee's ALA Connect space.	

Date Due	Action(s)	Responsible Party
October	Make any needed updates to annual work plans based on discussion at Board SPOS Post revised annual work plan to committee's ALA Connect space; submit to the ACRL office via email to Katie Coombes (kcoombes@ala.org)	Strategic goal area committee chairs
	Revise the Strategic Initiative Planing Grid as needed based on discussion at Board SPOS Post Strategic Initiative Planning Grids as appropriate to strategic goal area committees ALA Connect space	Staff
Ongoing	Check in with chair of committee for progress update coinciding with key deadlines in the work plan	Board liaisons
	Keep Board and staff liaisons informed of committee activities	Committee chairs

	Submit quarterly KPI data:
	  o Fourth quarter report due for Fall Executive Committee meeting document deadline (late September)
	  o First quarter due for Midwinter document deadline (early December)
	  o Second quarter report due for Spring Executive Committee meeting document deadline (early April)
	  o Third quarter report due for Annual Conference document deadline (late May)
		Strategic goal area committees