

The University of Texas System

Guidelines and Schedule for Updating Institutional Compacts with the UT System for FY 2009 and 2010

COMPACT DRAFT DEVELOPMENT PROCESS AND SCHEDULE

Purpose. Compacts provide a written record of agreements based on consultations on goals, priorities, and implementation plans between presidents and the faculty, staff, and students at their institutions and from an ongoing, iterative, and collaborative process of communication between institution presidents, the executive vice chancellors, and the Chancellor's office. Compacts outline specific practical, shorter term, and intermediate steps toward an institution's longer range plans; as such, they must align with and complement, but will not replace, an institution's long range strategic plan. They relate to but do not replace the President's annual work plan and reports, which focus on the specific activities an individual President plans to do within a given year. The Compacts must align as well with budget planning. They should also relate to the System's broader strategic plan and accountability and performance framework.

- **Campus relevance.** The Compact Process does not impose a single set of rigid rules on each institution. Within a standard format, each Compact reflects the unique goals, character, and consultation at each institution. Although not expected or required, institutions may choose to develop Compacts at the college/school/department level as well.
- **System consultation.** Development of the Compacts is an iterative process. The Executive Vice Chancellors of Academic and Health Affairs, in consultation with presidents, will plan individual Compact discussions with each campus to involve key administrative leaders from the campus together with UT System representatives from offices that deal with academic and health affairs, facilities, finance, development, and other topics as relevant to your Compact. The purpose of these discussions, to be scheduled beginning in February 2008, is to get on the table your chief priorities; the resource, structural, and strategic ideas you have to pursue those priorities; initial indications of progress; and to articulate the campus and System responsibilities in addressing them. We do not expect and do not wish you to start drafting your Compact until after your meeting. Draft Compacts will be circulated to key System offices to review the requests for System support.
- **Compact briefings.** Overviews and updates about the overall Compact Process will continue to be made for the System Council and Councils of Academic and Health Presidents.
- **Institutional consultation.** It is vital that each institution consult actively with its faculty, staff, students, and appropriate external constituencies throughout the development process. The Compact includes a section to describe the consultation strategies the institution used to prepare this document.
- **Compact drafts.** Compact drafts will be prepared by June 1, 2008. The final Compact will reflect the mutual discussion and agreement on these issues between the president, his or her respective executive vice chancellor, and the Chancellor. The schedule includes a period for System review, discussion with the campus, and revisions as requested over the summer.
- **Compact contacts.** Please notify us if your Compact liaison has changed. System contacts are:

Overall Compact Process	Dr. Geri Malandra (512-499-4798)
Academic Affairs Liaison	Dr. Pedro Reyes (512-499-4233)
Health Affairs Liaison	Mr. Pat Francis (512-499-4709)
- **Draft submission.** Please submit the draft updated document electronically by June 1, 2008 to: Paula Bales, UT System Office of Strategic Management, pbales@utsystem.edu.

SCHEDULE FOR FY 2009 AND 2010 COMPACT UPDATES

Distribute final guidelines	January 25, 2008
On-campus Compact meetings	February – April 2008
Draft Compact updates due	June 1, 2008
Compact draft review and revision	June – July 2008
Compact drafts finalized	July – August 31, 2008
Compacts approved by Chancellor	September 13, 2008
Final Compacts distributed	October 1, 2008

FORMAT AND CONTENT:

Format:

Updated Compacts must be drafted and submitted using the attached electronic format. This format focuses on the specifics, whether quantitative or qualitative, of your goals and measures of progress.

Review of drafts:

The UT System Office of Strategic Management (OSM), together with the Offices of Academic and Health Affairs, will review drafts, discuss questions, and work with campuses on needed revisions. OSM will edit, proofread, and add sections as appropriate (see below) to the final draft.

Content – below is an outline of content to be entered into the electronic form:

- I. Campus Mission
 - a. Mission (50 words)
 - b. Top 5 Priorities for FY 09 – FY 10

- II. Performance Summary Table and Analysis [template]
 - a. Academic Institutions
 - Persistence Rates
 - Graduation Rates
 - Additional Indicators (up to 5)
 - Explanation
 - b. Health Institutions
 - Enrollment Growth
 - Uncompensated Health Care
 - New Patient Care Products
 - Additional Indicators (up to 5)
 - Explanation

- III. Update Strategic Initiatives from FY 08 – FY 09 Compact
 - a. Completed Initiatives (up to 5)
 - Impact (Metrics)
 - Analysis – what happened?
 - Goal
 - Evaluation of initiative success
 - b. Ongoing Initiatives (up to 5)
 - Impact (Metrics)
 - Analysis – what happened?
 - Goal
 - Next steps, if needed – what will campus do in coming 18-24 months?

- IV. New Strategic Initiatives (up to 3, only if not addressed elsewhere in Compact)
 - Rationale and strategy – what will campus do in coming 18-24 months?
 - Expected Impact (Metrics)
 - Goal
 - Specific steps in 08-09, 09-10

- V. UT System Strategic Plan Initiatives
 - a. Academic Institutions: Enrollment Management Plan Development and Targets (including total enrollment goals, changes in admission standards)
Health Institutions: increasing student enrollments, uncompensated care, and the establishment of new patient care product lines
 - b. Financial Management Plan
 - c. Information Security Plan

- VI. System Contributions and Investments
 - a. Summary of STARS and special PUF investments [table, provided by the UT System]
 - b. Campus description/metrics of impact
 - c. Other System contributions

- VII. New Faculty Positions Projected to 2011 [table, provided by the campus]

- VIII. Status of Campus Strategic/Long-Range Plan

- IX. Campus consultation to develop Compact

- X. Budget (provided by the UT System)

- XI. Data Summary (provided by the UT System)

Attachment: Electronic form