

# Creighton University School of Medicine Guidelines

GUIDELINE: Strategic Planning Guideline and Timeframe

POLICY: Strategic Planning

[POLICY LINK](#)

GOVERNING BODY: Executive Committee

APPROVAL DATE: 10/18/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: Element 1.1

## PURPOSE

The Guideline defines the processes and procedures that will be employed to fulfill the Creighton University School of Medicine (CUSOM) Strategic Planning policy.

## GUIDELINE

The School of Medicine strategic plan will be developed, reviewed, shared and updated as outlined in the following processes:

- 1) The Dean will appoint an ad hoc task force including but not limited to chairs, associate deans, and faculty to lead in the development of the strategic plan. The time scope for the strategic plan will be identified, with a recommended interval of three to five years. The development of a plan should mirror the University strategic planning process and timeframe.
- 2) A preliminary draft of the strategic plan will be prepared by the task force. This process may include consultation with the University and academic affiliates. The preliminary draft will identify one or more themes or goals, representing areas of focus for the CUSOM to move forward strategically over the defined interval. Each theme or goal will include one or more objectives that further define the theme.
- 3) The preliminary draft will be reviewed, discussed and edited by the associate deans and the department chairs. The document will then be widely distributed to other stakeholders for review and input.
  - a) Stakeholders will include, but not necessarily limited to: faculty, staff, learners and affiliates.
  - b) The input and comment period will be for a maximum of thirty days, with the process taking on an electronic basis.
- 4) Comments from stakeholders will be reviewed and collated by the task force and a report will be shared with the chairs and associate deans. Comments will be utilized by the task force to prepare a final draft of the strategic plan.
- 5) The final draft will be presented to Dean for review and approval.
- 6) The approved strategic plan will be made available via the School of Medicine website.
- 7) The appropriate faculty members, associate deans or staff will be identified as the “responsible person” to develop measurable objectives and outcomes for each goal.
- 8) A document spreadsheet will be created by Associate Dean for Planning and Business Affairs or designee to help capture the progress toward the goals.

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- 9) The progress toward the strategic goals will be reviewed during a regular meeting of the associate deans, clinical chairs and basic science chairs. The progress per goal is added to the spreadsheet document at least semi-yearly, but quarterly updates would be appropriate pending progress.
  
- 10) A summary of the yearly progress on each goal will be completed at the end of the academic year, with color coding of green, yellow or red to indicate the status of each goal.

## **ADMINISTRATION AND INTERPRETATIONS**

The Associate Dean for Planning and Business Affairs or the replacement for this position will be responsible to ensure the guideline is being met and to update the guideline as necessary.