

PLANNING POLICY

Recommended to the University Council and
Approved by the President on March 30, 2015
Approved by the BOT September 15, 2015

Policy Statement

The Notre-Dame University–Louaize (NDU) has undergone rapid growth over the years; this growth has created a greater demand for educational services, and as a result NDU needs to develop explicit statement of priorities and orderly plans for its further growth.

Planning Guidelines

The following policy establishes a planning process to ensure that the University engages in appropriate long-range planning:

- NDU shall develop and maintain a 5-year Strategic Plan to set forth common system goals and planning principles and, as appropriate, system and unit-specific strategies to implement these goals.
- NDU shall develop and maintain a 5-year Facilities Master Plan to reflect the physical development plan of its campuses in response to the academic program priorities and projected growth.
- NDU shall develop and maintain a Financial Aid Budget that is to be increased each year by, at least, the percentage increase in tuition fees, or by an amount providing increasing aid to needy and deserving students.
- NDU shall constantly revise the student tuition fees; the rates may be approved by the Board of Trustees for a single academic year or for a multi-year period. The proposed rates must respect the following: an analysis of various factors, including the comparative rates of similar institutions, student enrollment, anticipated University expense increases, economic indicators, and goals set forth in the University's Strategic Plan. Before adopting such rates, the Board of Trustees may consult members of the University community to share their perspectives. Upon approval by the Board of Trustees, the new tuition and fees are announced to the University community.
- NDU shall develop a Salary Scale for faculty and staff that is to be fairly comparable to that of similar universities in Lebanon.
- NDU shall develop and maintain a Student Enrollment Plan that is to project the steady increase of student enrollment at NDU.

Budget Planning

NDU shall operate based on integrated planning links between planning and budgeting to ensure that planning results are considered and reflected as appropriate in budget priorities.

The University Budget is a plan of financial operation embodying an estimate of proposed expenditures and proposed means of financing and managing during a given period.

The development of a budget shall include the preparation, the execution, and the monitoring steps. Such steps will be driven by the University's administrative and financial policies and procedures.

The Budget Plan is an integral part of the University Strategic Plan. It's the expression of the optimal use of resources to meet short-term objectives and to move in the direction indicated by long-term plans. In other words, the University Strategic Plan, which incorporates the enhancement and expansion of the physical, programmatic and administrative capacities of the University, shall provide the framework for budget planning.

Being a primary instrument of fiscal control, the annual budget contains the estimated income and expenditure of activities, which will be carried out in the course of one academic year. NDU budget aims to develop thoughtful and intelligent forecast regarding the revenues and expenses that cater for capital planning and operational performance and create financial management that aligns with the University's Strategic Plan.

Planning Responsibility

The President is ultimately responsible for the overall planning process of the University. The President shall delegate the responsibility of planning to the different University constituents, in accordance with the University organization structure, and proper processes, procedures, and controls.

Evaluation of Planning Endeavors

Each year, the University shall evaluate the effectiveness and efficiency of the plans established by the University.