FY2022-23 Strategic Priorities Narrative Template

For the budget meetings this year, rather than focus specifically on the financial performance of your division, we will use this time to discuss your key strategic priorities for the next three years. To that end, we ask that you complete the Strategic Priorities Template for each of your top one to three priorities. At a high level, the template will allow divisions to:

* Communicate their priorities and how they support divisional and institutional goals;
* Describe the financial needs and strategies through which the priorities will be accomplished; and
* Identify any challenges to moving forward and potential risks to the division or campus of not doing so.

For some divisions we recognize that their top priority — and most important topic for discussion during the budget process — may be the need to address a structural financial challenge in order to maintain or achieve an adequate level of service, rather than move forward on a new initiative(s). The template can be used to facilitate this discussion, so divisions with significant financial challenges are encouraged to use it for this purpose, as well as any other priorities you wish to share.

Please note that the three narrative boxes in the template allow for about 300 words each and together fit on a single page.With over 40 divisions, it will not be possible for campus leadership to review lengthy submissions. Therefore, we ask that you limit the number of priorities you submit to three and limit each submission to one page each if at all possible. Please do not provide extensive, additional information. The completed templates should be combined into a single document and placed in your division folder by **May 27, 2022**. Also, please email the Financial Planning & Analysis team at dfl\_concierge@berkeley.edu to let them know the templates have been submitted**.**

**FY2022-23 Strategic Priorities Template Questions**

The questions below are intended to provide guidance in framing each narrative section. Some questions may not apply to every priority, and there may be other issues of importance — not included among the questions — that you may want to share. Therefore, strictly responding to each question is not expected.

Strategic Priority Description

Please provide a brief description of the priority and consider the following questions in your response: How does the priority support the goals of your division and the campus more broadly? What are the key outcomes you are trying to achieve (e.g., improved service levels, generating additional revenue, addressing an unmet program need)?

Financial Need and Strategies

What are the resources needed to move forward on the priority and what are the sources of funding? To what extent will your investments be one-time versus ongoing and how will they be invested (e.g., operating support, staffing, capital, financial aid)? Will you redirect resources from low priority areas in order to fund the priority? Will you use reserves, FFEs, philanthropic allocation balances, etc.? Will the priority ultimately be self-sustaining?

Challenges

Are there obstacles to moving forward on the priority (e.g., policy, financial, functional) that need to be addressed? If so, what are the risks to the division and/or the campus of not resolving them? What steps need to be taken in order to reduce or eliminate these challenges?

FY2022-23 Strategic Priorities Template

**Division**:

**Strategic Priority Title:**

Strategic Priority Description

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Financial Need and Strategies

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Challenges

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**NOTE: If you have more than one strategic priority to discuss, please copy and paste this page for each priority. Please submit no more than three priorities.**