UNIVERSITY OF PLYMOUTH
UNIVERSITY PLANNING PROCESS

There is a two stage University planning process:

1. **FACULTY STAGE**

   This might vary from faculty to faculty but there **must** be a mechanism within each faculty to consider the planning and resource forms. They must be discussed and signed off by the Head of School and Dean of Faculty before being forwarded to the Academic Development & Partnerships Committee for consideration.

2. **UNIVERSITY STAGE**

   The Academic Development & Partnerships Committee (ADPC) will usually meet six times in each academic year. Planning forms must be emailed to the Committee Administrator **at least two weeks in advance** of the meetings. All emailed forms must include electronic signatures and resource forms where required.

   ADPC will consider the planning forms and make decisions accordingly. The Committee will either approve proposals, not approve, or refer forms back to the faculties for further consideration.

   Following the ADPC meeting the outcome will be recorded in the minutes of the meeting; additionally the original planning forms will be authorised and published on the committee community. The Senior Administrators (Quality) in the faculties will be notified when the authorised forms are available. ADPC minutes are circulated to members of the Committee and SA(Q)s.