

Strategic planning methodology of the University

1. On the strategic planning

- 1.1. For the effective functioning of Tbilisi Humanitarian Teaching University, the strategic planning approach is applied, which includes the strategic (seven years) plan and an action (three years) plan for the effective development.
- 1.2. For the implementation of the main tasks for strategic planning, considering the expiry of the term of current strategic development plan, the Rector of the University shall issue an order on the establishment of the team elaborating the strategic development plan.

2. Strategic development plan team

- 2.1. The strategic development plan team shall comprise the representatives of the University administration, heads of services, professors and teachers, students and other interested persons.
- 2.2. For the purposes of rendering qualified assistance, for the development of the action plan and for determining the strategic goals, independent experts and consultants may be invited.
- 2.3. The strategic development plan team shall be headed by the Rector of the University. He/she shall take a decision on the distribution of functions between the team members and on the terms of works to be fulfilled.

3. The main issues of strategic development and action plans

- 3.1. The university strategy (seven years) determines the priorities of the University, the main fields of activities and involves all the aspects necessary for the functioning of the University, including, the mission and vision statement, institutional development, quality assurance, the planning of educational programmes and their implementation, the planning of the students' group, surveys/guideline-creative activities, human and material resources, students' services, infrastructure, etc.
- 3.2. The document describing the mission shall contain the current goals of the activities of the University and shall state those organizational values that represent the basis for functioning of the University and its driving force;
- 3.3. Strategic planning is based on the analysis of the internal and external factors of the prognosticated directions of the development of the University and of the assessment of activities of the University (SWOT analysis).
- 3.4. The University development plan (three years) includes the activities to be carried out for ensuring the priorities described in the strategy.

4. Preparation of strategic development and action plans

- 4.1. The strategic planning involves the following tasks:
 - 4.1.1. Reviewing and updating of the mission and vision statement of the University;
 - 4.1.2. Meetings between the University administration, academic personnel, students and other interested parties, where the visions of the administration and of the work group shall be discussed on the priorities and main fields of activities of the University;
 - 4.1.3. The analysis of the existing situation and challenges, SWOT analysis, which is carried out on the basis of the assessment of the needs of the main educational units and students of the University;
 - 4.1.4. The determination of the strategic goals and tasks on the basis of the analysis of key indicators and necessary financial and material and human resources;

- 4.1.5. Establishment of an action plan for the implementation of strategic development goals and tasks with the identification of necessary actions, the persons responsible for the implementation of actions and financial resources;
- 4.1.6. Development of the strategic development and action plan monitoring and assessment mechanisms.

5. The monitoring of the performance of the strategic development and action plan

- 5.1. The University's strategy development and action plans shall be subject to monitoring, assessment and improvement.
- 5.2. The monitoring shall be carried out in accordance with the strategic development plan and indicators and terms specified in the strategic development and action plans, by a specially created monitoring group and/or the relevant responsible person.
- 5.3. The annual report on the results of monitoring of the strategic and action plans of the University shall be made by the quality assurance service, and the relevant report shall be given to the Rector.

6. Strategic development and action plans fulfilment report

- 6.1. A complete report on the performance of the strategic plan of the development of the University, shall be prepared by the Rector of the University, which is addressed to the performance of the University who shall take relevant decision on the strategic development of the University, and the implementation of strategic and action plans.
- 6.2. The founders shall have the right to demand any time information on the strategic development and the fulfilment of the action plans.
- 6.3. The founders, the head of the Quality Assurance Service, the Rector and the head of Administration may refer to the Academic Council with a request to make amendments to the strategic plan and the action plan.