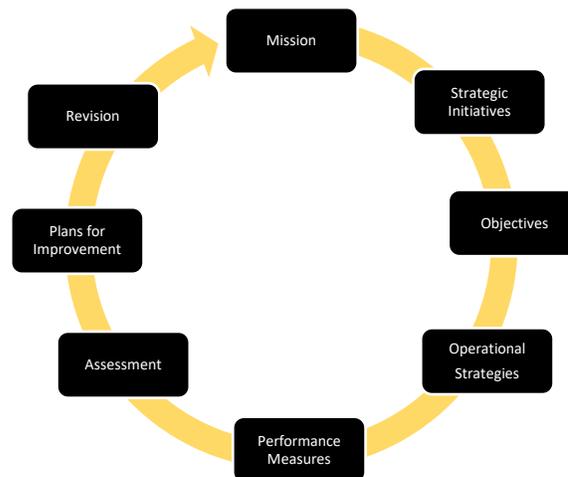


Individual Development Plan (IDP)/Unit Development Plan (UDP) Process

The Purpose

The College of Southern Idaho (CSI) is committed to an institutional planning process that offers the opportunity for input from all college employees. Each year, employees are invited to submit an Individual Development Plan (IDP) to their unit supervisor, and to collaborate in the creation of a Unit Development Plan (UDP) which is used for a variety of planning purposes (priority setting, resource allocation, etc.) at the unit and institutional levels. These UDPs represent an important step in the institutional planning cycle, which seeks to integrate planning throughout the institution — from the CSI Mission Statement, Vision, and Values, all the way to the work done by individuals across campus that ensures mission fulfillment.



The Process and Timeline (check with your supervisor regarding timeline variations by department)

1. During the fall of each year, employees have the opportunity to create and submit an IDP to their supervisor. Depending on the department, this can be done using the [Individual Development Plan template](#) or as a part of the employee's [Annual Evaluation process](#).
2. In their IDP, individual employees can reflect on past planning cycles, while also outlining strategies they have developed to address specific goals over the coming year. These goals may be large or small and may be short or long term. They are individual to each employee and that employee's needs, but employees are encouraged to align requests with the goals, strategies, and objectives within the college's Strategic Plan. In some units, IDPs are directly integrated with the employee evaluation process, while in other areas they remain separate. In either case, IDPs are submitted to supervisors who review the IDP with the employee and provide feedback.
3. Supervisors use input from a variety of sources, including IDPs, the college's Program Review and Institutional Stabilization and Optimization (ISO) processes, and from other informal

channels of communication to compile an annual Unit Development Plan (UDP). The UDP documents strategies that the unit has developed to address specific goals for the upcoming year along with the resources deemed necessary to achieve those goals, thereby serving as an inclusive plan-driven budgeting tool. The UDP is expected to align with the college's Strategic Plan, and to reflect institutional priorities, including increased enrollment, retention, and completion.

4. Once completed, UDPs are submitted to administrators and are used to establish priorities for resource allocation and to set implementation strategies for the upcoming year. Administrators should share decisions about UDP budget requests back to unit supervisors who share those decisions with individual employees in their units. To complete the planning loop, supervisors review UDPs and IDPs from the previous planning cycle annually at the unit level to evaluate and assess the impacts of the strategies that were implemented during the previous planning cycle.

The IDP/UDP process helps to ensure integration of planning and resource allocation across campus, as visualized in the graphic below. CSI encourages employees to take part in this important process to help ensure that all voices are heard as we work toward mission fulfillment at the College of Southern Idaho. For additional information please contact your supervisor or the Office of Institutional Effectives and Communication.

