**SMART Goals Template for Annual Strategic Planning**

*Specific, Measurable, Attainable, Relevant, Time-Bound (SMART)*

Complete this form in collaboration and alignment with your supervising office. These goals are for the upcoming July 1-June 30 academic/fiscal year. Please begin by first reviewing the institutional goals for the upcoming academic year put forward by the President’s Office.

Once completed, submit to your supervising office and Institutional Research and Effectiveness office: [ire@wnc.edu](mailto:ire@wnc.edu).

| **Your Name and Title:** |  |
| --- | --- |

| **Your Division, Department,**  **or Program:** |  |
| --- | --- |

| **Date Completed:** |  |
| --- | --- |

| **Plan Year (insert years):** | **Fall** | **to** | **Spring** |
| --- | --- | --- | --- |

| **WNC Vision Statement** | WNC is an integral and innovative educational partner fostering equity and a life of learning in an inclusive environment for the evolving, diverse communities we serve. |
| --- | --- |
| **Your Vision Statement**  (you may update from last year or keep the same) |  |

| **WNC Mission Statement** | WNC contributes to solutions for the 21st century by providing effective educational pathways for the students and communities of Nevada. |
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| **Your Mission Statement**  (you may update from last year or keep the same) |  |

**Annual SMART Goals:** Complete in collaboration and alignment with the annual goals from the President’s Office and your supervising office.

| **Goal 1** |  |
| --- | --- |
| **S: SPECIFIC**  What do you want to accomplish? Who needs to be included? Why is this a goal? |  |
| **M: MEASURABLE**  How can you measure/assess progress and know if you have met your goal? |  |
| **A: ACHIEVABLE**  Do you have the skills/resources needed to achieve this goal? If not, can you obtain them? |  |
| **R: RELEVANT**  How is this goal aligned with goals from the President’s Office, the current WNC Strategic Plan, and/or NSHE goals? |  |
| **T: TIME-BOUND**  What is the timeline for achieving this goal? |  |

| **Goal 2**  ***(Optional)*** |  |
| --- | --- |
| **S: SPECIFIC**  What do you want to accomplish? Who needs to be included? Why is this a goal? |  |
| **M: MEASURABLE**  How can you measure/assess progress and know if you have met your goal? |  |
| **A: ACHIEVABLE**  Do you have the skills/resources needed to achieve this goal? If not, can you obtain them? |  |
| **R: RELEVANT**  How is this goal aligned with goals from the President’s Office, the current WNC Strategic Plan, and/or NSHE goals? |  |
| **T: TIME-BOUND**  What is the timeline for achieving this goal? |  |

| **Goal 3**  ***(Optional – please complete no more than 3 goals total)*** |  |
| --- | --- |
| **S: SPECIFIC**  What do you want to accomplish? Who needs to be included? Why is this a goal? |  |
| **M: MEASURABLE**  How can you measure/assess progress and know if you have met your goal? |  |
| **A: ACHIEVABLE**  Do you have the skills/resources needed to achieve this goal? If not, can you obtain them? |  |
| **R: RELEVANT**  How is this goal aligned with goals from the President’s Office, the current WNC Strategic Plan, and/or NSHE goals? |  |
| **T: TIME-BOUND**  What is the timeline for achieving this goal? |  |

***Please submit completed forms to your supervisor and to the Institutional Research and Effectiveness office:*** [***ire@wnc.edu***](mailto:ire@wnc.edu)***.***