2/2022
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

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channels of communication to compile an annual Unit Development Plan (UDP). The UPD
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.