**Understanding the ACVS Program Proposal Process and Strategic Filter**

ACVS has developed an evaluation process to ensure that a proposed new or an expanded current program, service, initiative, or product (collectively “program”) aligns with ACVS’s mission and current strategic plan goals. The evaluation process uses a strategic filter to score proposals and facilitate decision-making.

This document provides a foundational understanding of

* the strategic filter concept;
* the materials ACVS has created to put the strategic filter into action;
* the criteria by which program submissions will be scored; and
* the submission, review, and approval procedures.

**What is a strategic filter?**

A strategic filter is a set of unique decision criteria used by an organization to evaluate whether a new or an expanded current program, service, initiative, or product (collectively “program”) should move forward, continue, or be expanded with approval or for additional consideration. The criteria may also be used to determine if a current program should be sunset.

The specific criteria of a strategic filter depend on an organization’s mission and unique identity. Decision criteria are likely to change over time as the organization adapts to changes in the environment.

**Putting the ACVS strategic filter into action**

ACVS will use the strategic filter comprised of decision criteria to determine viability of proposed new programs or expanded current programs.

* The Strategic Program Submission Form will collect the information needed to assess the request.
* The Strategic Filter Scoring Tool will be used to assess each program against these decision criteria outlined below.

**Decision criteria**

Expansion or continuation of existing programs or newly proposed programs must

1. support the ACVS mission to advance the art and science of surgery and promote excellence in animal health care through research, education, and service to the public.
2. have a clear and demonstrable impact on those who benefit from the ACVS mission, in order of priority: ACVS Diplomates and veterinary surgery residents; the animal-owning public; primary care veterinarians; and other veterinary professionals.
3. create an opportunity for ACVS to meet the goals and objectives outlined in the current strategic plan
   1. Increase ACVS Diplomate and member engagement (Cultivate an Engaged Community)
   2. Support veterinary surgery residents and resident training programs (Update Training and Certification)
   3. Support diversity of continuing education delivery options for ACVS Diplomates and veterinary surgery residents (Focus on Excellence in Continuing Education)
   4. Increase the understanding among primary care veterinarians and animal owners that ACVS Diplomates represent the highest standards of excellence in veterinary surgery (Maximize Awareness)
4. advance ACVS’s principles of diversity, equity, and inclusion.
5. demonstrate viability based on projected financial, staff, volunteer, technology, and other required resources.

**Procedures**

***Submitting a program for review***

* ACVS Diplomates are invited to submit the Strategic Program Submission Form.
* All forms and supporting materials are submitted to the appropriate ACVS committee staff liaison.
* The form must be complete upon submission. ACVS will not forward incomplete submissions to the reviewing team, nor will it be responsible for assembling a complete submission from multiple emails to ACVS.
* Submissions will be reviewed annually in March and August.

***Review***

* When a Strategic Program Submission Form is received, a small review team is assembled to conduct an initial review of the program.
* The review team will consist of the ACVS president, the ACVS treasurer, the ACVS chief executive officer (CEO), the regent serving as the liaison to the committee requesting or affected by the submission, and the ACVS staff member assigned as the liaison to the committee requesting or affected by the submission.
* With the exception of the staff liaison, the review team uses the Strategic Filter Scoring Tool to independently score the submission.
* The completed scoring tools are forwarded to the CEO; the staff liaison tallies the scores.
* The ACVS president facilitates a conference call of the review team to discuss the outcome of the scoring exercise.
* With the exception of the staff liaison, the review team determines whether the program should be presented to the ACVS Executive Committee (EXEC). In the case of a tie, the program will be presented to the EXEC for determination.
* If the review team determines the program does not sufficiently meet ACVS’s strategic criteria, the CEO informs the person who submitted the form.

***Approval***

* If the review team determines that the program be presented to the EXEC, ACVS shares the outcome of the scoring exercise with the EXEC.
* The program is discussed at the next available EXEC call or meeting.
* If the EXEC recommends that the program move forward, it is presented to the Board of Regents at the next available call or meeting.
* The board’s decision is communicated soon thereafter to the person who submitted the form.