

Proposed Activities and Goals Planning Document

The following pages contain a proposed *Activities and Goals Planning Document* meant to replace the current Agreement on Responsibilities Planning Document. Some of the key changes proposed in this document are the following:

- Alignment with the schedule for evaluation and annual activity reporting. Currently, the AOR is used to specify an academic year schedule whereas the annual activity report (AAR) and annual evaluation align on a calendar year. The new Activities and Goals Planning (AGP) form aligns with the other documents on the calendar year.
- The AGP includes an area for faculty to specify goals that they would like to achieve in any of the 4-5 workload areas (i.e., teaching, research, advisement, service, and administration). This change addresses the concern that the former AOR document was ineffective for specifying any more than just terse metrics.
- The AGP encourages identification of measurable goals by providing the faculty member with more control over how they are evaluated

ACTIVITIES AND GOALS PLANNING DOCUMENT

Faculty Member (Please print or type)

Department/Unit

Each faculty member and the administrator to whom he/she immediately reports shall determine in a cooperative fashion the activities and percentage of effort in each workload area for the coming calendar year. **Deadline to file: Beginning January 15th of each year.**

Teaching

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|--|--------------------|
| Expected Teaching Load ¹ (ex. 3+2): _____ | % of Effort: _____ |
|--|--------------------|

| | |
|--|--|
| Do you expect to receive a course load reduction in the coming year? (Y / N) | |
|--|--|

Desired Courses: Specify courses that you wish to teach in the coming year and any course load reductions you expect including source of funding for release, if any.

Spring (yyyy)____:

Fall (yyyy)____:

Other teaching (*optional*) (yyyy) ____:

Course load reduction funding source, if any:

Teaching goals for the year

Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.

| <i>Goal Description</i> | <i>Associated Department, Accreditation, College Goal or Personal Goal, if any</i> |
|-------------------------|--|
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¹ Expected teaching load before any course load reductions or buyouts.

Research, Scholarship, or Creative Activities

% of Effort: _____

Current Projects: List any ongoing research, scholarship, or creative activities that are currently ongoing. Please indicate number of students supported or supervised and funding source, if any.

Research goals for the year

Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.

| <i>Goal Description</i> | <i>Associated Department or College Goal, if any</i> |
|-------------------------|--|
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Advisement, Coaching, and Mentoring

% of Effort: _____

Advisement, Coaching, and Mentoring activities: List any advising, coaching, or mentoring activities for the coming year.

Advisement, Coaching, and Mentoring goals for the year

Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.

| <i>Goal Description</i> | <i>Associated Department or College Goal, if any</i> |
|-------------------------|--|
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Service and Outreach

| % of Effort: _____ | |
|--|--|
| Service and Outreach activities: List any service and outreach activities for the coming year. | |
| Service and Outreach goals for the year Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any. | |
| <i>Goal Description</i> | <i>Associated Department or College Goal, if any</i> |
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| | |

Administration

% of Effort: _____

Administration activities: List any administration activities for the coming year.

Administration goals for the year

Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.

| <i>Goal Description</i> | <i>Associated Department or College Goal, if any</i> |
|-------------------------|--|
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Disclosure of outside employment

By University policy, faculty members must notify their chairpersons/supervisors of outside and/or extra assignments. These include not only off-campus employment but also overload teaching, both on- and off-campus. Please check the appropriate response below:

- ☐ I have notified my supervisor of anticipated outside employment.
- ☐ I do not anticipate undertaking outside employment during the Spring and Fall semesters covered by this Activities and Goals Planning document.

Changes will be noted on my annual activities report.

Signed _____ T# _____ Date _____
Faculty Member (Please sign)

Signed _____ Date _____
Administrator to whom he/she immediately reports

*Process and deadline: Forms should be completed and signed during the annual meeting between each faculty member and his/her chair or director. Copies should be filed in the departmental office **beginning January 15th of each year**. Individual forms may be revised at any time by mutual consent of the faculty member and his/her department chair. Faculty members beginning their employment at TTU in August will complete two forms, one covering their first Fall semester and one covering the next calendar year. Faculty members beginning in January will complete the form to cover their first academic year.

Definitions:

Normal teaching assignment The assignment for any faculty member in the unit who is not receiving special released time for additional administration, research, service, or a leave of absence.

Teaching Applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, mentoring, development of course materials or courseware, and development of innovative approaches to instruction.

Advisement Includes the time devoted to student advisement by any faculty member who has been officially appointed as Faculty Advisor to undergraduate or graduate students.

Research/Scholarship/Creative Activity Applies to the studious inquiry, examination or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, and creative activities (e.g., film making, performances, or other artistic creations).

Service/Outreach Applies to involvement within the community as defined by the University's role and mission, service to the University, service within the bounds of the faculty member's discipline and budgeted assignment, and for which the faculty member is given teaching equivalency time.

Administration Includes the percentage of time devoted to administrative activities in this account number for which a faculty member is given teaching equivalency time.

Outside Employment Defined as "outside of and in addition to normal work assignments and responsibilities" and includes teaching or consulting for organizations other than TTU