

Preparing the Workplan Guidelines as recommended by Chairs during the Workplan Training Sessions held on April 11, 2014

I. Workplans Should:

Provide detailed, thoughtful, and intentional goals that speak to ongoing growth and development in teaching and advising, service, and scholarship

Goal should provide a sense of purposeful progress and planning

Provide clear and tangible projected evidence

Clearly differentiate enhanced /additional scholarship based on any credit reallocations for scholarship.

Include goals that address reallocation responsibilities

II. End of Year

End of year reflections should be reflective and informative, thoughtful, detailed, and clear.

III. Sample Workplans for Imaginary Culinary Arts Program have been provided representing three basic categories of workplan

Unsatisfactory/ Poor – does not meet expectations

Needs additional work and should be discussed with faculty member and returned for further development

Good – meets expectations in context of release or reallocation and P&T

Outstanding – above and beyond within context of release or reallocation and criteria for P&T

Sub Category:

Overachiever – extends way above and beyond to the point that there is concern for sustainability and burn-out – will need discussion with Chair to seek a sustainable balance