

Annual Work Plan and Evaluation Process

This annual process is designed to support faculty planning, growth and assessment. At the beginning of each academic year faculty will articulate and prioritize goals for teaching, scholarly/creative activity, and service. Work plans are intended to be developed in collaboration with department chairs.* This provides an opportunity for faculty to integrate individual professional development plans with the needs of the department and the university mission as well as to identify resources that support accomplishing these goals. Faculty will determine the evidence that will be used to assess achievement of annual goals and will reflect on accomplishments and needed revisions on an annual basis.

Purpose of the Work Plan

- Workload /differentiation of load
- To create an opportunity for “conscious planning” by developing annual goals for teaching, scholarship and service.
- To promote conversation between the Chair and the faculty member
 - to identify resources required for achieving professional goals,
 - to consider how individual professional goals align with the needs of the department and the mission of the university,
 - to plan a sustainable work load.
- To evaluate the outcome of professional goals on a yearly basis by determining evidence of success or progress toward goals.
- To promote reflection regarding accomplishments and needed revisions of professional goals.
- To enhance individual and institutional accountability.

* Chairs will develop work plans in collaboration with the College Dean.

Description of Work Plan and Evaluation Process

All continuing faculty: In the spring of each year, all faculty will return to the work plan that they wrote the prior year and reflect and do a self-evaluation. At the same time you will complete a draft work plan for the following year. Faculty will then schedule a meeting with their chair sometime in April or May. A further description is below.

Year-end self-evaluation and Chair Review for 2012-13

Return to your work plan and reflect on your goals for the year. Explain how you met your goals or how you made progress towards your goals. Provide a short self-reflection on your year. Feel free to discuss items that were not part of your original work plan, but became major elements of your work. After preparing your self-evaluation, send it to your Chair and set the date for your annual work plan review and goal setting meeting with your Chair. **The completed work plan for the current year with the Chair’s evaluation and recommendation for salary increase is due to the Dean from the Chair by May 31st.**

The Work Plan for 2013-14

For each area – teaching, scholarly/creative activity, and service as applicable based on your appointment type – provide a description of your major goals/initiatives for the next academic year and what you hope to accomplish. Provide a means for self-reflection/self-evaluation. How will you know if you were successful in meeting your goals? What evidence of success will you use? Next year’s work plan should be discussed and completed with your chair during the annual review meeting in April or May. This work plan does not get forwarded to the Dean, but is to be used as a guideline and tool during next year.

Final Chair evaluation: In April/May following review of the faculty member’s work plan and a meeting with the faculty member, the Chair will prepare a final evaluation based on the work plan, the faculty member’s self evaluation, student course evaluations, any classroom observations that may have taken place, and any additional pertinent information. The Chair will use this information to provide an assessment, make recommendations for future goals, and to make a final recommendation for salary increase.

Faculty name: Ferdinand Portobello

Rank: Professor

Administrative title (if approp.)

Department: Culinary Arts and Food Science

Teaching: A normal fulltime teaching load is 12 credits/semester. What is your assigned teaching load for the next academic year (e.g. how many credits of teaching/term): **This academic year I will be teaching 12 credits for Fall semester and 9 credits for the Spring (3/4), with 3 credits of Release for Program Coordination of Culinary Productions Program**

Describe major initiatives related to teaching and advising which may include plans for professional development. (Use as much space as is necessary)	How will you self-assess? What evidence will you use to reflect on your accomplishments? (Complete during planning process) At year end, return to this section and comment on success or progress toward goal
Faculty Work plan:	Faculty Self-Assessment:
I will again teach Introduction to Food Science (FS 1010; 3 credits) in both Fall and Spring semesters. This year I plan to include a service component with the local Homeless shelters in Plymouth and Concord addressing the preparation of foods for health and wellness, eating local, and to facilitate changes in nutritional understandings.	Projected evidence: See student posters in scholarship section below (Student Showcase of Excellence) Year end faculty self-assessment:
In my Culinary Performance Technical Production I and II classes (CUL354 and CUL355; 3 credits Fall, 3 credits spring) I plan to do more collaborative work, and experiment with <i>peer teaching</i> . Students will be trained in production planning, organizational, interpersonal, and documentation skills necessary for planning and management, script applications, budgeting, rehearsal process, stage management, editing, and what to do in food emergencies. Students will assist in production of PSU Iron Chef as applied learning and onsite internship.	Projected evidence: Spring Performance of PSU Iron Chef and Production of video. Development and implementation of new rubrics for collaboration and peer teaching components of the course. Year end faculty self-assessment:
I plan to add two short videos to the Moodle page for my Fall Culinary Performance: Stress management for Iron Chef Competitions (CUL 3460 WECO; 3 credits). This is in response to comments made by students in the past two semesters (CoursEval feedback) on how useful it would be to provide video clips illustrating the techniques described in class.	Projected evidence: Moodle pages from Fall semester will show two new videos. I will track student use of videos. Student course evaluation comments. Year end faculty self-assessment:
I will complete my goal of setting up discussion groups within Moodle for each course topic in my Fall and Spring general education SSPI course: The Three P's of Food Traditions, Culture, and Identity: Pizza, Potatoes, and Peanuts . This approach, first attempted last spring, appears to be a good way for students to learn from each other, as well as for me to learn which concepts are most difficult and <i>how</i> they are being misunderstood.	Projected evidence: The discussion groups will appear on each course's Moodle page, along with student posts under each topic. Scores on questions <i>assessing</i> mastery of these topics should improve relative to scores before these groups were used. Year end faculty self-assessment:
As an advisor I plan to set up additional group advising sessions for our new first year students to inform them about career opportunities, meet department faculty, introduce them to Culinary Arts Student Organization, involve them in our department co-curricular activities, and address issues and challenges they may be facing as a cohort group.	Projected evidence: Schedule of sessions and student feedback surveys.

Faculty member reflection: (this is a place where you can discuss things that you accomplished that were not on your original work plan)

Chair comments: (Chair may provide comments here during initial meeting. At year end, Chair should provide summative evaluation of faculty in terms of work plan as well as overall teaching assessment)

Scholarly/creative activity: Please describe any “credit re-allocation” you have to devote to scholarly activity if applicable? (i.e. a 3-4 teaching load means you have re-allocated 3 credits for additional scholarship. Your work plan should reflect this load shift)

No reallocation for Scholarship.

Describe your plans in the area of scholarly/creative activity. (Use as much space as is necessary)	How will you self-assess? What evidence will you use to reflect on your accomplishments? (Complete during planning process) At year end, return to this section and comment on success or progress toward goal
Faculty Work plan:	Faculty Self-Assessment:
Plan to present a paper with two student co-authors at the upcoming IRON Chef National Conference . in NYC (April 2014, NYC, NY.): Historical Analysis of the Spice Combinations, Innovation, and Presentation strategies of Bobby Flay.	Projected evidence: The paper will appear in the proceedings of this conference (http://www.Ironchefnationalconference.org) Year end faculty self-assessment:
Will complete final edits on script already accepted for production by the Independent Food and Yoga Film Makers Association, <i>Food Karma</i> . I will be interviewed by <i>Food Karma</i> as part of the PR for the upcoming film.	Projected evidence: Completed scrip. Filmed interview will appear on website of Independent Food and Yoga Film Makers Association (http://www.Independentfoodkarma.joy). Year end faculty self-assessment:
With the help of 3 student research assistants, I plan to start collecting data on the effect of nutritional foods and health awareness education in community homeless shelters (service learning component of Introduction to Food Science). This project will take place at cooperating shelters in Plymouth and Concord over a three year period. The resulting paper will be written and submitted to the peer reviewed national journal Local Foods and Nutrition Mythbusters published Harvard U. Press. Goal to submit paper Fall 2017. <ul style="list-style-type: none"> Will be preparing RAC grant October 2014. 	Projected evidence: The data and draft manuscript will be accessible on my computer. Journal submission and peer review criteria area available at (http://www.harvardupress/journals/localfoodmythbusters). Updated data will be available annually. Cross reference with student feedback Intro to Food Science Service project. Year end faculty self-assessment:
Faculty member reflection: (this is a place where you can discuss things that you accomplished that were not on your original work plan)	
Chair comments: (Chair may provide comments here during initial meeting. At year end, Chair should provide summative evaluation of faculty regarding scholarly/creative activity)	

Service: Please describe any “credit release time” you have devoted to service activity if applicable? **None.**

Describe your plans for service and/or outreach activities. Describe how your goals support your dept. plan and/or the Univ. Strategic plan? (Use as much space as is necessary)	If applicable, how will you self-assess and what evidence might you use? (Complete during planning process) At year end, return to this section and reflect on your meaningful contributions.
Faculty Work plan:	Faculty Self-Assessment:
I will continue serving as Program Coordinator for the Culinary Arts Production program. I will be aggregating program assessment data this year on internship performance and will be working with Alumni Relations to prepare and implement our Alumni career survey for students who graduated in 2009 (5yr survey). I will be visiting new internship sites with the goal of increasing our community partnerships. I will also be updating the student worker production handbook.	<p>Projected evidence: Fulfillment of responsibilities: Coordination of Internship placements, directing of annual Granite State Iron Chef competition between PSU and Boston Institute of Culinary Arts students, supervision and training of student directors for PSU Cooking Local live mini series, manage and train stage crew for productions, coordinate live feed to local television, prepare and monitor budget, coordinate PR, maintain communication with community partners, schedule productions, supervise student workers and staff for productions, review and evaluate internship portfolios and assign grades, and prepare annual program assessment.</p> <p>Year end faculty self-assessment:</p>
I will continue serving on the Academic Integrity Panel , as needed. Last year I served on 3 such panels, hearing 5 cases in total. This has proven to be a great way to learn about the variety of ways students violate these rules, and the consequences normally imposed for each type of infraction.	<p>Projected evidence: I will participate in any <i>violation of academic integrity hearings</i> that I am asked to attend, and my name will appear in the formal proceedings/records of those hearings.</p> <p>Year end faculty self-assessment:</p>
<p>I will continue to volunteer for most departmental activities, such as the <i>Academic Minors Fair</i> and continued provision of video material for Department Recruitment and for the Culinary Arts Department Website. Ex: last year’s video: Iron Chefs at PSU: panthers meet their match.</p> <p>I will also participate in the yearly <i>Registration for Incoming Student</i> events and <i>Open Houses</i> for both prospective and accepted students (and parents). I will attend both <i>Fall and Spring Convocations</i>, as well as the <i>Commencement Ceremony</i> in May.</p>	<p>Projected evidence: My chair will have a record of my attendance at these events and of my record of volunteerism. Videos will be on the website and You Tube.</p> <p>Year end faculty self-assessment:</p>
I will be serving on the Department P&T Committee for the tenure and promotion review of Dr. Vanilla Saffron, Assistant Professor of World Foods and Culture.	<p>Projected evidence: Participation on Committee and Committee recommendation</p> <p>Year end faculty self-assessment:</p>
I will be participating as an international student advisor and will provide a series of 4 international culinary events (2 per semester) for the Center for Global Engagement in support of our PSU Internationalization initiatives and our international students. I will supervise the video documentation of these events for posting on the GEO and CGE websites.	<p>Projected evidence: 4 successful events with video documentation uploaded on websites. Assignment of international advisees.</p> <p>Year end faculty self-assessment:</p>
Faculty member reflection: (this is a place where you can discuss things that you accomplished that were not on your original work plan)	

Chair comments: (Chair may provide comments here during initial meeting. At year end, Chair should provide summative evaluation of faculty regarding service).

Preliminary Comment. Participation during orientation sessions, registration sessions, convocation, and graduation are expected activities for all Full time faculty.

Faculty member electronic signature:

Date:

Chair's Year-End evaluation including salary increase recommendation (no increase, general increase, or Recognition increase): (chair should include overall assessment of faculty member's performance including the extent to which faculty meet basic performance expectations, an assessment of student course evaluations, classroom observations and other data as applicable).

Chair's electronic signature:

Date:

Description of Work Plan and Evaluation Process

New faculty: should develop their work plan with their Chair in September of their first year at PSU.

All continuing faculty: In the spring of each year, all faculty will return to the work plan that they wrote the prior year and reflect and do a self-evaluation. At the same time you will complete a draft work plan for the following year. Faculty will then schedule a meeting with their chair sometime in April or May. A further description is below.

Year-end self-evaluation and Chair Review for current year

Return to your work plan you wrote for this current year and reflect on your goals for the year. Explain how you met your goals or how you made progress towards your goals. Provide a short self-reflection on your year. Feel free to discuss items that were not part of your original work plan, but became major elements of your work. After preparing your self-evaluation, send it to your Chair and set the date for your annual work plan review and goal setting meeting with your Chair. **The completed work plan for the current year with the Chair's evaluation and recommendation for salary increase is due to the Dean from the Chair by 31st.**

The Work Plan for next year

For each area – teaching, scholarly/creative activity, and service – provide a description of your major goals/initiatives for the next academic year and what you hope to accomplish. Provide a means for self-reflection/self-evaluation. How will you know if you were successful in meeting your goals? What evidence of success will you use? Next year's work plan should be discussed and completed with your chair during the annual review meeting in April or May. This work plan does not get forwarded to the Dean, but is to be used as a guideline and tool during next year.

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