

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.

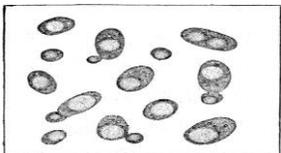
Faculty name: James R. Duggan

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): **12 credits per semester (i.e. a 4/4).**

<p>Describe major initiatives related to teaching and advising which may include plans for professional development. (Use as much space as is necessary)</p>	<p>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</p>
<p>Faculty Work plan:</p>	<p>Faculty Self-Assessment:</p>
<p>I plan to continue teaching my three courses: CUL254 Artisan Breads and Baking Production; CUL255 European Cakes and Tortes; and CUL141 American Regional Cuisine (6 credits)</p>	<p>Projected evidence: My name will appear in Banner as the instructor for these courses.</p> <p>Year end faculty self-assessment:</p>
<p>I plan to update the syllabus for European Cakes and Tortes (CUL255) to incorporate emerging developments in yeast usage, primarily in Europe.</p>	<p>Projected evidence: New syllabus reflecting yeast developments in Europe.</p> <p>Year end faculty self-assessment:</p>
<p>I intend to add the following slide (and caption) to one of the PowerPoints I use in CUL255.</p> <div data-bbox="110 1062 391 1215" style="border: 1px solid black; width: 173px; height: 73px; margin: 10px 0;">  </div> <p>Yeast: a single-celled plant that grows by budding, and requires sugar, some protein, and mineral matter for its nourishment. It is found floating in the air and settles on substances rich in sugar, where it grows and causes a chemical change in the substance upon which it is feeding, called fermentation.</p>	<p>Projected evidence: The slide.</p> <p>Year end faculty self-assessment:</p>
	<p>Projected evidence:</p> <p>Year end faculty self-assessment:</p>
<p>Faculty member reflection: (this is a place where you can discuss things that you accomplished that were not on your original work plan)</p>	
<p>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)</p>	

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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) None.

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:
I plan to continue reading up on new developments in my field, particularly as related to the use of yeast in Slavic cultures.	Projected evidence: I will be more knowledgeable on all topics yeast-related, and would be willing to be quizzed by my chair. Year end faculty self-assessment:
I intend to expand my awareness of new tastes and textures by frequenting area and regional restaurants, and perhaps posting my finding to Yelp.com. As a “special project,” I plan to focus on the Cronut , that new but rare creation, which may already be on the way out (i.e., outside of large cities [e.g., NYC, Boston] very few bakeries offer it). Rumor has it that one bakery in Manchester, NH does offer this delicacy, but one has to get there before 10AM.	Projected evidence: One frozen Cronut , bagged along with note describing date and time of procurement, as well as the address of the establishment selling the item. Year end faculty self-assessment:
	Projected evidence: Year end faculty self-assessment:
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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.

<p>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)</p>	<p>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.</p>
<p align="center">Faculty Work plan:</p>	<p align="center">Faculty Self-Assessment:</p>
<p>Will continue to make myself available for committee assignments and task force projects, both inside and outside our department.</p>	<p>Projected evidence: My name will appear (in Banner, see Faculty Governance) as a member of any group I end up joining.</p> <p>Year end faculty self-assessment:</p>
<p>Plan to continue serving as substitute <i>scribe</i> for department meetings when regular scribe is absent.</p>	<p>Projected evidence: Occasional department meeting minutes, with my name listed as scribe.</p> <p>Year end faculty self-assessment:</p>
<p>I plan to nominate myself to be a member of the Presidents commission on Food Service Issues, and will serve in that capacity if she agrees to appoint me.</p>	<p>Projected evidence: If appointed, my name will appear in all meeting minutes of this group (check Office of the President's webpage).</p> <p>Year end faculty self-assessment:</p>
<p>I will continue serving on our department's ARCNT5 committee (Annual Reevaluation of Courses Not Taught in 5 years or more). Last year we did not meet and thus no courses were eliminated.</p>	<p>Projected evidence: My name will appear in the minutes of any meetings held by this group.</p> <p>Year end faculty self-assessment:</p>
<p>Faculty member reflection: (this is a place where you can discuss things that you accomplished that were not on your original work plan)</p>	
<p>Chair comments: (Chair may provide comments here during initial meeting. At year end, Chair should provide summative evaluation of faculty regarding service)</p>	

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.

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.