

## APPENDIX B: ANNUAL DEVELOPMENT OBJECTIVES FACULTY/SUPERVISOR AGREEMENT FORM

### Guidelines and Instructions

Purpose: To promote high performance and continuous improvement in the areas of Teaching, Service, Scholarly and Creative Engagement, and Institutional Responsibility with the goal of enhancing student success.

### Guiding Principles:

- Annual Professional Development Objectives (APDO) are integrated with Evaluation and with Reward and Recognition programs. They each provide input into one another.
- APDOs are established each year for all faculty members regardless of the length of their appointment.

Each faculty member should establish three to five objectives in one or more of the four performance domains: Teaching, Service, Scholarly and Creative Engagement, and Institutional Responsibility in consultation with their supervisor.

- The supervisor may add, cut, or modify APDOs for the faculty member. In instances where the faculty member and supervisor disagree, they should work to resolve that disagreement, but the supervisor will make the final determination about which APDOs will be assigned to the faculty member for the semester/calendar year.
- All four performance domain areas are not required each year, but it is expected that each one will appear at least once over a multi-year appointment period.
- All APDOs should be clearly stated in one or two sentences.
- **All APDOs should specify a measurable or observable outcome**, not describe an activity. Examples include “Incorporate service-learning activities into my instruction” or “complete the redesign of my psychology course,” instead of “attend service-learning conference” and “evaluate different ways of designing my course for distance learning.”
- APDO statements should also include a list of appropriate activities that support the achievement of the objective as well as those activities that can be used to measure its progress or completion (e.g. Objective = Redesign X Course; supporting activities include reviewing the literature on information literacy, evaluating instructional software, redesigning syllabi, etc.).
- APDOs should focus on professional growth and not just setting easy goals to “check a box.” As faculty members are encouraged to establish objectives that are challenging, growth-minded, ambitious, innovative, and/or long-term in nature, it is expected and acceptable that some objectives may not be achieved.

## Annual Professional Development Objectives Faculty/Supervisor Agreement Form

### Section I: Faculty Information

Position Title	Name	Academic Year
Faculty Member		
Supervisor		

### Section II: Objective #1

<b>FACULTY SECTION</b>
<b>Objective Statement:</b>
<b>Domain:</b> <input type="checkbox"/> Teaching <input type="checkbox"/> Service <input type="checkbox"/> Scholarly and Creative Engagement <input type="checkbox"/> Institutional Responsibility
<b>Completion Date:</b> <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Other: _____
<b>Supporting Activities, Resources Required, &amp; Target Dates:</b>
<b>Measures of Success:</b>
<b>SUPERVISOR SECTION</b>
<b>Approval:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revise
<b>Schedule meeting to discuss goal:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervisor Comments:</b>
<b>MID-YEAR CHECK IN</b>
<b>Faculty Mid-Year Assessment/Revision of Objective (if applicable)</b>
<b>Faculty Mid-Year Assessment/Revision of Objective (if applicable)</b>
<b>FINAL ASSESSMENT</b>
<b>Faculty Member's Assessment</b>
<b>Supervisor's Assessment</b>

**Section III: Objective #2**

<b>FACULTY SECTION</b>
<b>Objective Statement:</b>
<b>Domain:</b> <input type="checkbox"/> Teaching <input type="checkbox"/> Service <input type="checkbox"/> Scholarly and Creative Engagement <input type="checkbox"/> Institutional Responsibility
<b>Completion Date:</b> <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Other: _____
<b>Supporting Activities, Resources Required, &amp; Target Dates:</b>
<b>Measures of Success:</b>
<b>SUPERVISOR SECTION</b>
<b>Approval:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revise
<b>Schedule meeting to discuss goal:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervisor Comments:</b>
<b>MID-YEAR CHECK IN</b>
<b>Faculty Mid-Year Assessment/Revision of Objective (if applicable)</b>
<b>Faculty Mid-Year Assessment/Revision of Objective (if applicable)</b>
<b>FINAL ASSESSMENT</b>
<b>Faculty Member's Assessment</b>
<b>Supervisor's Assessment</b>

**Section IV: Objective #3**

<b>FACULTY SECTION</b>
<b>Objective Statement:</b>
<b>Domain:</b> <input type="checkbox"/> Teaching <input type="checkbox"/> Service <input type="checkbox"/> Scholarly and Creative Engagement <input type="checkbox"/> Institutional Responsibility
<b>Completion Date:</b> <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Other: _____
<b>Supporting Activities, Resources Required, &amp; Target Dates:</b>

<b>Measures of Success:</b>
<b>SUPERVISOR SECTION</b>
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revise
Schedule meeting to discuss goal: <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Comments:
<b>MID-YEAR CHECK IN</b>
Faculty Mid-Year Assessment/Revision of Objective (if applicable)
Faculty Mid-Year Assessment/Revision of Objective (if applicable)
<b>FINAL ASSESSMENT</b>
Faculty Member's Assessment
Supervisor's Assessment

**Section V: Objective #4**

<b>FACULTY SECTION</b>
Objective Statement:
Domain: <input type="checkbox"/> Teaching <input type="checkbox"/> Service <input type="checkbox"/> Scholarly and Creative Engagement <input type="checkbox"/> Institutional Responsibility
Completion Date: <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Other: _____
Supporting Activities, Resources Required, & Target Dates:
Measures of Success:
<b>SUPERVISOR SECTION</b>
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revise
Schedule meeting to discuss goal: <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Comments:
<b>MID-YEAR CHECK IN</b>
Faculty Mid-Year Assessment/Revision of Objective (if applicable)

<b>Faculty Mid-Year Assessment/Revision of Objective (if applicable)</b>
<b>FINAL ASSESSMENT</b>
<b>Faculty Member's Assessment</b>
<b>Supervisor's Assessment</b>

**Section VI: Signatures**

<b>Objective Approval Signatures</b>	<b>Date</b>
<p>X</p> <hr/> <p>Faculty</p>	
<p>X</p> <hr/> <p>Supervisor</p>	

<b>Interim Assessment/Objective Revision Signatures</b>	<b>Date</b>
<p>X</p> <hr/> <p>Faculty</p>	
<p>X</p> <hr/> <p>Supervisor</p>	

Final Assessment Signatures	Date
<p data-bbox="207 321 248 369">X</p> <hr data-bbox="191 373 634 380"/> <p data-bbox="207 422 269 447">Faculty</p>	
<p data-bbox="207 543 248 592">X</p> <hr data-bbox="191 598 643 604"/> <p data-bbox="207 646 298 672">Supervisor</p>	