

Appendix H

ANNUAL PERFORMANCE AND PROFESSIONAL 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 Performance and Professional Development Objectives (APPDO) are integrated with Evaluation and with Reward and Recognition programs. They each provide inputs into one other.
- APPDOs 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 APPDOs 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 APPDOs 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 APPDOs should be clearly stated in one or two sentences.
- **All APPDOs should specify a specific 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.”
- APPDO 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 review the literature on information literacy, evaluate instructional software, redesign syllabi, etc.).
- APPDOs fall into two separate categories: Performance or Development
 - Performance Objective: produce an outcome, product, or successful completion of a service activity, etc. during the year.
 - Development Objective: acquire knowledge, skill, or ability in a targeted area with a specific learning objective in mind as well as a description of how that objective will contribute to better performance.
- All faculty are expected to set technology APPDOs within the first three semesters as needed (refer to the technology APPDO section of the College evaluation plan).

Appendix H:

Annual Performance and Professional Development Objectives Faculty/Supervisor Agreement Form

Faculty Name		Position Title	
Dean/supervisor Name		Position Title	
Period Covered by These Objectives (semester/year):			

I. Objective Statement:	
<p>Domain: ___ Teaching ___ Service ___ Scholarly and Creative Engagement ___ Institutional Responsibility</p>	
<p>Completion Date: ___ Fall Semester ___ Spring Semester ___ Other: _____</p>	
Supporting Activities, Resources Required, & Target Dates:	
Measures of Success:	
Approval: ___ Yes ___ No ___ Revise	Schedule meeting to discuss goal ___ Yes ___ No
Supervisor Comments:	
Interim Assessment/Revision of Objective (if applicable)	
Final Assessment	
Faculty Member's Assessment	
Supervisor's Assessment	

II. Objective Statement:	
Domain: ___ Teaching ___ Service ___ Scholarly and Creative Engagement ___ Institutional Responsibility	
Completion Date: ___ Fall Semester ___ Spring Semester ___ Other: _____	
Supporting Activities, Resources Required, & Target Dates:	
Measures of Success:	
Approval: _____ Yes _____ No _____ Revise	Schedule meeting to discuss goal _____ Yes ___ No
Supervisor Comments:	
Interim Assessment/Revision of Objective (if applicable)	
Final Assessment	
Faculty Member's Assessment	
Supervisor's Assessment	

III. Objective Statement:	
Domain: ___ Teaching ___ Service ___ Scholarly and Creative Engagement ___ Institutional Responsibility	
Completion Date: ___ Fall Semester ___ Spring Semester ___ Other: _____	
Supporting Activities, Resources Required, & Target Dates:	
Measures of Success:	
Approval: _____ Yes _____ No _____ Revise	Schedule meeting to discuss goal _____ Yes ___ No
Supervisor Comments:	
Interim Assessment/Revision of Objective (if applicable)	
Final Assessment	
Faculty Member's Assessment	
Supervisor's Assessment	

IV. Objective Statement:	
Domain: ___ Teaching ___ Service ___ Scholarly and Creative Engagement ___ Institutional Responsibility	
Completion Date: ___ Fall Semester ___ Spring Semester ___ Other: _____	
Supporting Activities, Resources Required, & Target Dates:	
Measures of Success:	
Approval: _____ Yes _____ No _____ Revise	Schedule meeting to discuss goal _____ Yes ___ No
Supervisor Comments:	
Interim Assessment/Revision of Objective (if applicable)	
Final Assessment	
Faculty Member's Assessment	
Supervisor's Assessment	

V. Objective Statement:	
Domain: ___ Teaching ___ Service ___ Scholarly and Creative Engagement ___ Institutional Responsibility	
Completion Date: ___ Fall Semester ___ Spring Semester ___ Other: _____	
Supporting Activities, Resources Required, & Target Dates:	
Measures of Success:	
Approval: _____ Yes _____ No _____ Revise	Schedule meeting to discuss goal _____ Yes ___ No
Supervisor Comments:	
Interim Assessment/Revision of Objective (if applicable)	
Final Assessment	
Faculty Member's Assessment	
Supervisor's Assessment	

Objective Approval Signatures

Faculty _____ Date _____

Dean/Supervisor _____ Date _____

Interim Assessment/Objective Revision Signatures (if applicable)

Faculty _____ Date _____

Dean/Supervisor _____ Date _____

Final Assessment Signatures

Faculty _____ Date _____

Dean/Supervisor _____ Date _____