*Instructions: This document should be used to describe the professional activities and duties you will undertake consistent with Article XI.C.1.b.1 of the Agreement and your program or department operating plan as developed in accordance with Article IX.B of the Agreement.*

*Describe the activities you will undertake, beginning and end dates, and outcomes of your work as applicable under each category in the space provided below. Your plan must include at least three (3) categories.*

1. **Governance and Academic Leadership** (May include activities such as: Division, Department, Program committees and meetings; Academic Senate/ College-wide committees; Lead Faculty/Faculty Chairs/Academic Team Leader; Course Coordination; Assessment Coordination; and the like.)

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| **Activities** |
| **Progression toward meeting activity(ies) outcomes****Mid Year:****Year End:** |

1. **Program/Department Operating Plans** (May include activities such as: developing/maintaining department procedures and processes for program review and programmatic analysis of student success, effectiveness and vitality (PQIP, Accreditation, Regulatory and External Standards); action/improvement plans; course scheduling and staffing; budget development; and the like.)

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| **Activities** |
| **Progression toward meeting activity(ies) outcomes****Mid Year:****Year End:** |

1. **Course/Curriculum Assessment, Development and/or Review** (May include activities such as: new course/curriculum development; major course/curriculum revision; course conversion from one delivery mode to another; collaborating with other faculty on campus and at other institutions to ensure course/curriculum articulation and transfer-related alignment, and the like.)

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| **Activities** |
| **Progression toward meeting activity(ies) outcomes** **Mid Year:****Year End:** |

1. **Peer Review, Faculty Mentoring and Recruitment** (May include activities such as: classroom observations, Peer Review Committee (PRC), mentoring faculty and staff, assisting in recruitment, interviewing and hiring of new faculty, facilitating and/or presenting workshops, seminars and the like.)

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| **Activities** |
| **Progression toward meeting activity(ies) outcomes****Mid Year:****Year End:** |

1. **Professional Development and Professional Organization Leadership** (May include activities such as: planning, implementing, attending and/or presenting at conferences, seminars and workshops; professional writing and/or publications; serving in a leadership role in a local, state, or national professional organization; researching, developing and implementing best practices, including new technologies and the like.)

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| **Activities** |
| **Progression toward meeting activity(ies) outcomes****Mid Year:****Year End:** |

1. **Grant Writing and Special Projects**

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| **Activities** |
| **Progression toward meeting activity(ies) outcomes****Mid Year:****Year End:** |

1. **Student/Program Advising, Recruitment, Orientation and Retention** (May include activities such as: student organization advisor, assisting in new student orientation, participation in career fairs, discipline specific advising, and the like.)

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| **Activities** |
| **Student/Program Advising, Recruitment, Orientation and Retention (cont)****Progression toward meeting activity(ies) outcomes****Mid Year:****Year End:** |

1. **Community Outreach and Events**

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| **Activities** |
| **Progression toward meeting activity(ies) outcomes****Mid Year:****Year End:** |

*The professional activities and duties described are understood to comprise and meet the equivalent of thirty-two (32) full workdays of non-teaching assignments required per Article XI. C.1.b. for the academic year. The faculty member is accountable for completing these activities and duties, and will inform her/his supervisor if circumstances require a change. Any substantial change that impacts the Department/Program Operating Plan must be reviewed collectively with the faculty member, her/his Department/Program faculty colleagues and supervisor(s).*

 **Initial Plan Mid Year Status Year End Outcome**

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Confirmed By Faculty Member Date Date Date

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Reviewed/Confirmed By Faculty Date Date Date

Member’s Immediate Supervisor

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Reviewed/Confirmed By Faculty Date Date Date

Member’s Dean