# **Professional Plan** (A public document under the Open Records Act)

Faculty Member Name:

Department/School/College:

Planning Period:  to

The primary purposes of the professional plan are to encourage faculty development and to assure accountability. The professional plan is designed to communicate the faculty member’s teaching, scholarly and creative work, and leadership and service goals,, as well as to explain how these goals support the needs of the primary unit. Projections made in the plan, when compared to the faculty member’s progress and achievements, provide one basis for evaluating the faculty member’s professional performance, during both annual review and post-tenure review. The chair/director or dean of the primary unit (or appropriate primary unit committee) must approve the teaching and university service activities defined by the plan. The chair/director or dean of the primary unit (or appropriate primary unit committee) may comment and provide advice on the adequacy or wisdom of the scholarly and creative work plan, but does not approve or disapprove it. This plan should be updated annually, as needed.

Workload Weighting: Teaching Scholarly/Creative Work Leadership and Service

Standard (40:40:20) or Differentiated:

Teaching: Describe in general terms your plan for contributing to your unit’s teaching mission over the next five years. Address the areas of classroom teaching, individualized instruction, graduate training, etc. Do not list specific course assignments, as these are determined annually based upon the needs of the unit.

Scholarly/Creative Work: Describe your plan for contributing to your unit’s scholarly and creative work mission over the next five years. Describe work that you intend to conduct, and how it will contribute to the overall body of your work. Address the issues of proposed funding, publications, performances, and presentations, as appropriate.

Leadership and Service: Describe in general your plan for contributing to your unit’s, college or school’s, and campus’ service mission over the next five years. Please address the nature of your service activities at various levels within the University, as well as your service external to the University.

Signatures: I submit the above information as my Professional Plan. I understand that the contents of my Professional Plan do not necessarily constitute the standards and criteria against which I will be evaluated for purposes of annual merit and/or promotion and/or tenure.

Faculty member signature Date

I have reviewed the above Professional Plan and discussed its content with the author,  I have provided written advisory comment(s) regarding the teaching, scholarly and creative work, leadership and service (note any that apply) portion(s) of this plan.

Authorized Primary Unit signature (chair, director, or dean) Date