Action Plan Template

This memo constitutes your action plan for <CY XXXX>.  As I noted during your annual performance evaluation, overall, you are not meeting performance expectations in one or more areas of your PRS, specifically <AREA 1>, < <AREA 2>, and <AREA 3>.   An action plan is now required by the Faculty Handbook (§5.1.1.2.1).  This action plan incorporates three components as required by the Faculty Handbook: 1) a list of action items to be accomplished that are detailed, clear, and aligned with a timeline; 2) a specified date for a mid-term evaluation; and 3) a description of consequences if the action items are not completed by the designated date.

**Timeline**

**Mid-Semester Update <MONTH> <YEAR> (optional):** If you find yourself struggling to make progress on the terms of the action plan, I ask that you contact me around mid-term time to discuss the situation. This is not required by the Faculty Handbook, however, to help facilitate your success, I strongly encourage you to bring any such concerns to my attention so that we can discuss them and work through them together.

**Mid-Term Evaluation:** I will schedule a meeting for us to meet in my office to complete the mandatory mid-term evaluation. I am tentatively setting that meeting for <DATE>, at <TIME>. I will formalize that meeting date and time once the action plan is finalized.

**Proposed Action Plan**

Below I describe specific action items tailored to your current performance evaluation and separately addressing the responsibilities (e.g., teaching, research, service, professional/clinical practice, etc.) documented in your PRS.

***Teaching (X%)***

Your PRS states: <paste PRS language regarding teaching>

In your <YEAR> performance evaluation, you received an “unsatisfactory” evaluation in teaching. To achieve a “satisfactory” evaluation in the category of teaching for the next evaluation period, you must:  *<This is a long list of possible action items>*

\* Your student evaluation scores for the <SEMESTER> <YEAR> semester need to show additional improvement with a minimum average of   <XX>

\* Request that CELT conduct a teaching assessment of your performance, including visiting your classes. The assessment must be initiated by our mid-term evaluation in December. I will expect an update on the CELT consultation at that time.

\* Collaborate with a peer faculty member (yet to be identified), who will be asked to observe at least two of your classes during the Fall 20XX semester and two more during the Spring 20XX semester.

\* Promptly grade and return assignments, papers, and exams to avoid additional student complaints regarding timeliness.

\* Assume a greater advising role to our undergraduate students, at a level that would be equivalent (in many departments) to teaching a course. I have asked the Advising Office to assign you XX advisees effective at the start of the Fall XX semester. As soon as you are assigned the advisees, you should contact each of them and actively engage as their advisor.

\* Offer one or more sections of XXX (internship). You may choose whether to offer XXX in the Fall 20XX or Spring 20XX semester.

\* Immediately begin working with the Honor’s Program to offer an honor’s course in a topic of your choice, perhaps along the lines of XYZ.

\* Assure that COURSE XXX is advertised in advance. I continue to encourage you to actively work with the Advising and Honor’s offices to make sure that all deadlines are met.

**Research (X%)**

Your PRS states: <paste PRS language regarding research>

In your 20XX performance evaluation, you received an “unsatisfactory” evaluation in research. To achieve a “satisfactory” evaluation in the category of research for the 20XX evaluation period, you must: *<This is a long list of possible action items>*

\* Submit at least one significant federal grant proposal by DATE.

\* Submit at least two articles for peer-review by the end of the Spring 20XX semester. The goal is to have at least one article accepted for publication in a peer-reviewed journal by June 20XX.

\* Presently, the departmental average for published papers per year is XX.  Submit at least three manuscripts by DATE.  You should make every attempt to meet or exceed this departmental average by the close of the Spring 20XX semester.

\* Continue collaborating with other research groups to secure extramural funding. You should be functioning as Co-PI on at least two external grant proposals by DATE.

\* Graduate at least one Ph.D. student in YEAR, and prepare a second Ph.D. student for graduation in YEAR.

\* Attend one grant-writing workshop offered by the Office of the VPR by DATE.  The workshop should focus on the federal agency most relevant to your research area.

**Service (X%)**

Your PRS states: <paste PRS language regarding service>

In your 20XX performance evaluation, you received an “unsatisfactory” evaluation in service. To achieve a “satisfactory” evaluation in the category of service for the 20XX evaluation period, you must:  *<This is a long list of possible action items>*

\* Make significant substantiated service contributions to the department by being part of at least one standing department committee by DATE.

\* Contribute significant service to the college or university by serving on at least two committees at the college or university levels.  By DATE, you must share with me the identity of at least one of these committees. The identity of the second committee must be shared with me no later than our mid-term evaluation on DATE.

\* Make documented offerings of your expertise to professional journals within your area of expertise, and share this information with me at our mid-term evaluation meeting on DATE.

\* Provide substantiated service to one professional organization through organizing local conferences, presenting at the national conference, or serving as a program reviewer.  I expect you to identify this professional service to me by DATE.

**Consequence for Non-Completion of Action Plan**

As indicated by the Faculty Handbook, your failure to successfully complete the action items may result in a second consecutive unsatisfactory performance evaluation. For tenured faculty two consecutive unsatisfactory annual performance evaluations trigger a Post Tenure Review, and for all faculty may also result in a charge of unacceptable performance of duty as defined in the Faculty  Handbook (§§5.1.1.2, 5.3.4, 7.2.2.6.1).

I hope that you see this as an opportunity to improve your performance and increase the quality of the contributions you make to your students, as well as to the department, college, university, and your discipline.

If this proposed plan is acceptable to you, please acknowledge the action plan in Workday. If you have proposed revisions please contact me per the timeline described above.  If you and I are unable to reach an agreement on a final action plan, the Faculty Handbook does provide for a mediation process.