

Employee Name: \_\_\_\_\_

**Section 1: Individual Performance Objectives**

**Directions:** At the beginning of the review period, write three or more individual performance objectives and the steps to achieve each one in the spaces below. (Use additional sheets as needed.) One objective may reflect personal growth and/or individual work assignments, and all should support college initiatives. Progress will be assessed at the end of the review period. (It should be checked at mid-year.) At the end of the review period, mark one box for each objective: **Achieved**, **In Progress**, or **Not Achieved**. \*Supervisors are required to write comments for objectives marked as **In Progress** or **Not Achieved**.\*

Objectives	Steps to Achieve	Comments
1. Improve time management	<ul style="list-style-type: none"> <li>-Schedule an 'uninterrupted' hour daily to process paperwork</li> <li>-Create a 'major timelines' calendar</li> <li>-Identify lead supporting players of the business division that can support adjuncts, course development, etc...</li> </ul>	<input type="checkbox"/> Achieved <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Not Achieved -High performing faculty members continue to be identified to support the BMD with items including, but not limited to: adjunct support, course development, assessment, program review
2. Complete the Excellence in Teaching	<ul style="list-style-type: none"> <li>-Register for class</li> <li>-Complete class</li> </ul>	<input checked="" type="checkbox"/> Achieved <input type="checkbox"/> In Progress <input type="checkbox"/> Not Achieved Completed EIT in August 2014. Also completed COI Levels 1 and 2.
3. Increase successful completion rates with a particular focus on 'flagged' classes (retention rates of 50% or lower) in the Business Management programs	<ul style="list-style-type: none"> <li>-Review retention rates</li> <li>-Review course content</li> <li>-Ensure compliance with template standards</li> <li>-Improve consistency between sections of the same course</li> </ul>	<input checked="" type="checkbox"/> Achieved <input type="checkbox"/> In Progress <input type="checkbox"/> Not Achieved There were 2 classes in 2013-14 below 50%. Both classes had an increase in their retention rate (57% and 72%). In addition, 57% of classes saw an increase in their retention rates. However, 5 courses have now fallen below the 50% mark and need work.