Making a Plan for Year One

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Overview

In this session, we will discuss:

a. How expectations for faculty are formally defined at KSU
b. How to think about the relationship between formal expectations and goal-setting and the formal process for articulating goals
c. How to document progress towards meeting goals
Primacy of Department Promotion and Tenure (P&T) Guidelines in Annual Reviews and P&T Processes

a. Contents of Department P&T Guidelines
b. Implications of workload and expectations for P&T
c. What to do when answers to questions are unclear: consult with department chair, senior faculty mentors, etc.
d. How to think about goal-setting in light of Department P&T Guidelines
Contents of the Faculty Performance Agreement (FPA)

a. Watermark procedures for submitting FPA
b. Standard format for FPA
c. Role of FPA in annual and multiyear review processes
d. How to think about relationship between FPA and workload
Documentation for the Annual Review Document (ARD)

a. How does Activities Insights work?
b. How to upload exhibit documents for Activities Insights
c. How using Activities Insights streamlines the P&T process
Questions?

• Thanks! I can be reached at jhavard@kennesaw.edu and am happy to follow up.