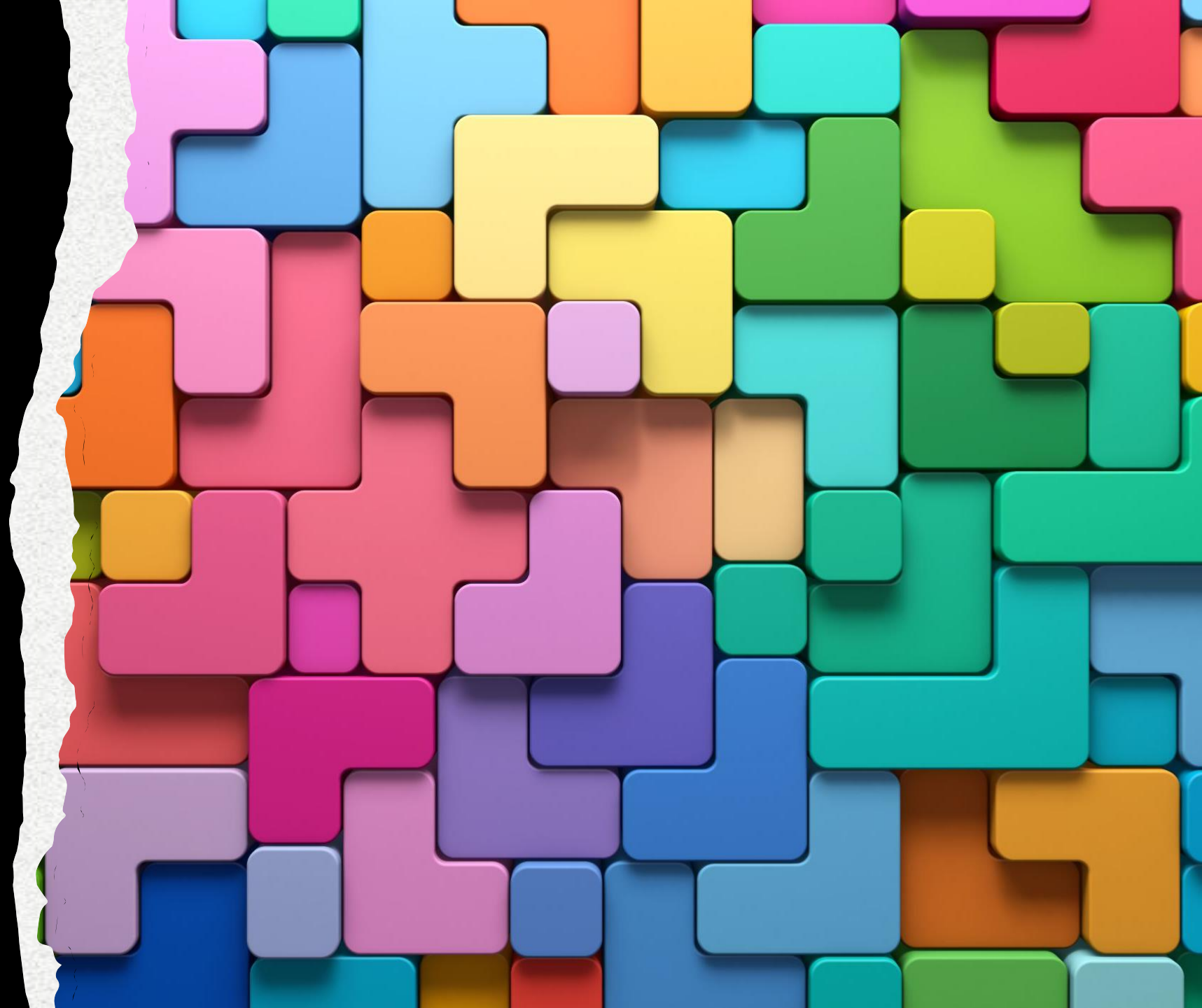


Making a Plan for Year One

John Havard, Chair,
Department of English



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 jhavad@kennesaw.edu and am happy to follow up.