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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Administrative and Professional Faculty*** **Establishing Annual Objectives***The Administrative and Professional Faculty Development, Evaluation and Recognition Policy intends to create an environment for administrative and professional faculty that promotes high performance and continuous improvement resulting in optimal efficiency and effectiveness in the delivery of services that foster student success.* (VCCS Policy: 3.6.1.1)

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| **Name of Faculty Member:**  | **Position #:**  | **Title:**  | **Date:**  |
| **Faculty Designation (select all that apply):**   First Year  Administrative  Professional  | **Faculty Rank:**  |
| **Status:**   One-year appointment  Multi-year appointment | **Evaluation Period:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |
| **Instructions:** Within 45 days of the start of the performance cycle, the Evaluator is responsible for partnering with the A/P Faculty member to identify and establish a total of 3-5 objectives that serve as priorities for the performance year.* Identify 2-3 professional objectives related to the strategic goals of the A/P Faculty member’s unit, the college, or the VCCS.
* Identify 1-2 personal objectives related to professional growth and development or job performance.
* Objectives must be established, finalized, and submitted to Human Resources where it will be saved in the A/P Faculty member’s personnel file.
 |
| **Setting SMART objectives*** + **Specific (simple, sensible, significant) –** What should be accomplished? Why is the objective important? Who is involved? Which resources are involved?
	+ **Measurable (meaningful, motivating) –** How much? How many? How will I know when it is accomplished?
	+ **Actionable (agreed, attainable) –** How can the objective be accomplished? How realistic is the goal, based on other constraints, such as financial factors?
	+ **Relevant (realistic, reasonable, results-based) –** Is the objective relevant? Is this the right time? Is it aligned with college or department priorities? Is this the right person to complete the objective?
	+ **Time-bound (time-bound, time-limited, timely, time-sensitive) –** When will the objective need to be completed? Is there a recommended or required timeline of completion?

**For more information :** <https://www.mindtools.com/pages/article/smart-goals.htm> |
| **Writing SMART Objectives Example** |
| **Unsatisfactory Objective:** Update administrative procedure manual (APM) for the department.**SMART Objective:** Given a detailed schedule, team planning and time to research and write, the HR Consultants and Director will, by May 2021, review, rewrite and submit a complete set of HR policies for the Thomas Nelson Administrative Procedure Manual for annual review and update. |

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| ***Administrative and Professional Faculty*** **Establishing Annual Objectives**

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| **Annual Objectives** |
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| **I. Objective #1** (VCCS Policy 3.6.1.4.b): |
|  |
| **Objective Met** | **Agreed Upon Change** | **Objective Not Met** | **Carry Over** |
|  |  |  |  |
| NOTES: (i.e. general efforts, outcomes, and professional behaviors, etc.): |
| **I. Objective #2** (VCCS Policy 3.6.1.4.b) |
| **Objective Met** | **Agreed Upon Change** | **Objective Not Met** | **Carry Over** |
|  |  |  |  |
| NOTES: (i.e. general efforts, outcomes, and professional behaviors, etc.): |
| **I. Objective #3** (VCCS Policy 3.6.1.4.b) |
| **Objective Met** | **Agreed Upon Change** | **Objective Not Met** | **Carry Over** |
|  |  |  |  |
| NOTES: (i.e. general efforts, outcomes, and professional behaviors, etc.): |
| **I. Objective #4** (VCCS Policy 3.6.1.4.b) |
| **Objective Met** | **Agreed Upon Change** | **Objective Not Met** | **Carry Over** |
|  |  |  |  |
| NOTES: (i.e. general efforts, outcomes, and professional behaviors, etc.): |
| **I. Objective #5** (VCCS Policy 3.6.1.4.b) |
| **Objective Met** | **Agreed Upon Change** | **Objective Not Met** | **Carry Over** |
|  |  |  |  |
| NOTES: (i.e. general efforts, outcomes, and professional behaviors, etc.): |

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