

Guidelines for Goal Setting and Implementation Plan

The “Goal Setting and Implementation Plan” is prepared by the Dean or designee (typically the Associate or Divisional Dean). This document draws from the self-study document, the ERC/IRC report, feedback from the Office of the Provost and discussions with the unit head and faculty. The “Goal Setting and Implementation Plan” should contain the following elements:

- An introduction that describes the findings of the evaluation process, including particular issues and accomplishments noted during the review.
- A summary of the unit’s strategic direction, including any shifts in direction suggested by the findings of the review.
- A candid description of the strengths and current limitations across the research, teaching, and service missions of the unit in the context of the unit’s strategic direction.
- A summary of the prioritized areas of focused identified by the unit in the self-study.
- A prioritized list of concrete goals and objectives aligned with the prioritized areas of focus
- An implementation plan for achieving the goals and objectives including:
 - Individual responsible for taking point on each goal and objective.
 - A timetable for attainment.
 - A statement of necessary resources and investments.

For example:

Goal	Objective	Point Person	Resources	Target Date
1. Reduce Course Completion Equity Gaps	▪ Increase completion rates for SUBJ101 by 10% and close equity gap to within 5%	Faculty member name	▪ TEP support	Fall 2024

How the Report is Developed:

1. The dean or designee drafts the preliminary “Goal Setting and Implementation Plan”.

2. The Unit Head, together with the unit's faculty, will discuss the preliminary report and propose to the Dean revisions as deemed appropriate.
3. The Unit Head will work with the Dean to revise the report, including discussion of goals and objectives and associated resource needs.
4. The Office of the Provost will work with dean or designee to finalize the plan, which may include discussion and revision to ensure alignment with university priorities
5. It is the responsibility of the Dean to integrate the goals and objectives of the "Goal Setting and Implementation Plan" into the college's strategic plan.
6. Unit reports on plan progress in their Annual Program Assessment reports.