Each year you will set goals for the upcoming academic year/evaluation period. This form should be completed collaboratively by the Dean with each Faculty member annually. A goal is a broad statement of a desired outcome that you plan to achieve within the academic year (s). Goals should be **SMART**:

* + **S**pecific – focus on specific results that are easily identified when they are achieved.
  + **M**easurable – Goals should be measurable so that you have tangible evidence that you have accomplished the goal.
  + **A**ction-Oriented – Goals should be achievable; they should stretch you slightly, so you are challenged, but defined well enough so that you can achieve them.
  + **R**esults-Oriented – Goals should measure outcomes, not activities.
  + **T**ime-Bound – provide deadline or timeline

1. **Objectives** are specific actions of a desired outcome and how you will achieve it within the next year.
2. **Status**. Please note the status of each goal and adjust timelines as appropriate upon discussion with your dean.
3. Add any **comments** that may be helpful to support understanding of your goals and or progress to achieve it.

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| **Library Services (College Activities)** *(35 hours per week, related to reference, information literacy, collection development, learning experiences, instruction)* | | | |
| **Specific Goals** | **Specific Action to Achieve Goals** | **Status/Action** (in-progress, complete, ongoing) | **Faculty Comments** |
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| **Director’s Comments on College Activities:** | | | |
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| **College Service -** *(Includes responsibilities such as serving on committees/councils, developing curriculum and supporting administrative functions, representation of TCC in the community.) Please do not list reassignments or other compensated assignments (e.g., chair, lead faculty, etc.).*  **OR** *(up to five hours per week)*  **Professional Development -** *(Includes activities which address currency and growth in teaching and learning, such as participating in and attending workshops, retaining discipline currency, and contributing to one's profession.)* You may insert additional lines or attach a list of additional professional development activities, if necessary. | | | |
| **Specific Goals** | **Specific Action to Achieve Goals** | **Status/Action** (in-progress, complete, ongoing) | **Faculty Comments** |
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| **Director’s Comments on College Service/Professional Development:** | | | |
| Click or tap here to enter text. | | | |

**Library Faculty Workload & Goal Setting**

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| --- | --- | --- | --- |
| **OPTIONAL: Faculty-2-Student Engagement (F2SE) –** (up to 5 five hours and training is included in those hours; as approved by Library Director; only during scheduled advising weeks that occur before classes start) | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Specific Goals** | **Specific Action to Achieve Goals** | **Status/Action** (in-progress, complete, ongoing) | **Faculty Comments** | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |   Advising Weeks (before classes start only) | | | |
| Faculty Signature: |  | Director Signature: |  |

**Library Faculty Workload & Goal Setting**