

Faculty Name:

Division Director:

GOALS FOR AY:

Goal Setting

Goal setting, achievement, and evaluation are essential to the process of assessing performance and the continuous improvement cycle. Goals should be set as a collaborative effort between the faculty and the Division Director.

At least one goal will be created for each area of responsibility:

* Instruction (Classroom)
* College Service
* Professional Development

Goals should be:

* Aligned to the relevant area of responsibility.
* Specific, measurable, attainable, realistic, and time bound.
* Directly related to and consistent with the mission and core themes of Helena College.
* Clearly stated in writing and terms that are easily understood.
* Discussed by the parties concerned and modified if necessary.
* Discussed at mid-year and at the final evaluation meeting. Goals should meet the following criteria:
* Include action items; specific action(s) that will be taken this year to advance towards goal completion.
* Include indicators for each action item; list the expected outcomes of the action item(s), including how goals will be measured for success and/or completion.
* Identify resources needed to complete and/or meet goals.
* Identify additional employees, areas, and/or programs needed to complete and/or meet goals.
* Identify whether the goal is a short-term or a long-term goal, and a realistic timeframe for completion.

RESPONSIBILITY AREA: INSTRUCTION (CLASSROOM)

|  |  |
| --- | --- |
| *Instruction (Classroom)* | *Narrative* |
| 1. Action Item(s) |  |
| 2. Indicators |  |
| 3. Resources Needed |  |
| 4. Areas and/or People Involved |  |
| 1. Timeframe for Completion   Short-term goal  Long-term goal |  |
| 7. Results |  |
| 8. Future Actions |  |

RESPONSIBILITY AREA: COLLEGE SERVICE

|  |  |
| --- | --- |
| *College Service* | *Narrative* |
| 1. Action Item(s) |  |
| 2. Indicators |  |
| 3. Resources Needed |  |
| 4. Areas and/or People Involved |  |
| 1. Timeframe for Completion   Short-term goal  Long-term goal |  |
| 7. Results |  |
| 8. Future Actions |  |

RESPONSIBILITY AREA: PROFESSIONAL DEVELOPMENT

|  |  |
| --- | --- |
| *Professional Development* | *Narrative* |
| 1. Action Item(s) |  |
| 2. Indicators |  |
| 3. Resources Needed |  |
| 4. Areas and/or People Involved |  |
| 6. Timeframe for Completion |  |
| Short-term goal  Long-term goal |  |
| 7. Results |  |
| 8. Future Actions |  |

Division Director Comments/Response (Optional)

Faculty Comments/Response (Optional)

The following signatures indicate that these annual goals have been reviewed:

FACULTY SIGNATURE: DATE:

DIVISION DIRECTOR SIGNATURE: DATE:

DEAN/CEO SIGNATURE: DATE: