 Department Chair/Program Director Work Assignment Form

**Name: *Department: Year***

* **Appointment:** Department Chairpersons and Program Directors are full-time administrators hired on 12-month contracts. In addition to administrative duties, each chairperson/program director teaches **one course** each academic year.
* **Annual Work Plans:** Department Chairpersons and Directors are responsible for developing annual work plans by which they plan to meet their administrative and other duties. The annual work plans should include various administrative duties, percentage of time on which the activity is devoted and measurable outcomes or indication of goal achievement or progress. Achievement of the outcomes will be included annual performance evaluations. Please use the following template for developing the annual work plan. Once a year the plans are due July 15 to Deans and July 30 to the Provost for approval. [Use additional pages as needed.]
* **Directions:** Identify several goals along with one or more actions designed to achieve that goal. Determine a timeline and outcome/result(s) to measure achievement of the activity and the goal. Determine a percentage of your time devoted to the activity. Consider activities related to departmental program development, resource acquisition, scholarship and grants, community outreach, accreditation and/or program review, and curriculum development. **\*\*One of the goals must be enrollment planning and include specific enrollment, retention, and graduation targets for your department.** Also, propose goals and actions to facilitate your professional development. Append additional sheets as necessary.
* When evaluating your performance on achievement of your goal, the Dean and Provost may consider the following: quality and depth of attainment of the goal; response to deadlines; innovations and new ideas; customer service or going beyond the call of duty; camaraderie and team work; timely communication of challenges to the dean, faculty and students; and attention to details and the Academic Personnel Timetable.

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| **Departmental Goals:** | **Actions to Accomplish Goal** | **Timeline** | **Outcome/Results** | **% of Time** |
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| **Professional Development:** |  | **Timeline** | **Cost** |  |
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| **ERG:** | **Actions to Accomplish Goal** | **Metrics** |  | **% of Time** |
| *Enrollment:* |  |  |  |  |
| *Retention:* |  |  |  |  |
| *Graduation:* |  |  |  |  |

Course to be taught in the academic year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_/Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Approval of Assignment:

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Dean Date

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Provost Date