

Action Plan for Creative Writing

Date: 3/18/2019

Framing your goals and objectives as S.M.A.R.T. goals (Specific, Measurable, Actionable, Realistic, and Time-bound) is a great way to ensure that your team is aligned and on-track.

1. Goal (S.M.A.R.T.): All Hires in Creative Writing will include faculty participation (shared governance) in the writing of advertisements, establishing search timelines in keeping with the discipline, and faculty will remain active in the search process. This is a reaction to the low scores on Shared Governance, specifically questions 38 and 39.

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
Lines for searches should be established before the fall.	Dean, Director, and Search Chair	Fall 2019	Lines approved by start of fall semester.	In Progress.
Advertisements should be out by October in the year prior to any hire in the Spring.	Dean, Director, and Search Chair	Fall 2019	Advertisements approved and in print by October.	In Progress.

--	--	--	--	--

2. Goal (S.M.A.R.T.): Course assignments and rotations should be fair and transparent, fit the needs of the students, and include faculty input (shared governance). This goal is to address question 22 on communication as faculty felt scheduling was inconsistent as well as relating to low scores on questions 38 and 39.

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
Establish a course rotation that ensures all courses are taught in a timely fashion.	Program Director, Faculty	Fall 2019	Have a course rotation for all faculty for a 3-year rotation.	Program faculty are meeting to review curriculum.
Create a schedule that conforms to the course rotation.	Program Director	Fall 2020	Rotation available online and used for scheduling.	After above step.

--	--	--	--	--

3. Goal (S.M.A.R.T.): Establish clear guidelines for Graduate Student Assistantship Assignments and Duties. Part of the low score on question 58 was a lack of clarity and shared vision about the assignment and duties of G.A.s

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
Establish guidelines for the assignment of graduate assistants to faculty.	Director with faculty	Summer 2019	Guidelines approved by faculty and in place for Fall GA hires.	In Progress.
Establish standards of activity expected by G.A.s	Graduate Advisor and faculty	Summer 2019	Standards approved and distributed to faculty and G.A.s by Fall 2019.	In Progress.
Create means of reporting G.A. weekly activity for accountability and to protect G.A.s	Graduate Advisor and faculty	Fall 2019	Have a reporting form ready for Fall 2019.	In Progress.