



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)

<i>Instruction (Classroom)</i>	<i>Narrative</i>
1. Action Item(s)	
2. Indicators	
3. Resources Needed	

4. Areas and/or People Involved	
6. Timeframe for Completion <input type="checkbox"/> Short-term goal <input type="checkbox"/> Long-term goal	
7. Results	
8. Future Actions	

RESPONSIBILITY AREA: COLLEGE SERVICE

<i>College Service</i>	<i>Narrative</i>
1. Action Item(s)	
2. Indicators	
3. Resources Needed	
4. Areas and/or People Involved	
6. Timeframe for Completion <input type="checkbox"/> Short-term goal <input type="checkbox"/> Long-term goal	
7. Results	
8. Future Actions	

RESPONSIBILITY AREA: PROFESSIONAL DEVELOPMENT

<i>Professional Development</i>	<i>Narrative</i>
1. Action Item(s)	
2. Indicators	
3. Resources Needed	
4. Areas and/or People Involved	
6. Timeframe for Completion	

<input type="checkbox"/> Short-term goal	
<input type="checkbox"/> 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: _____