**APPENDIX I**

**WLU FACULTY PERFORMANCE PLANNING DOCUMENT**

1. The Faculty Performance Planning Document represents the official Faculty Performance Plan for an academic year (i.e., end of one AY to end of the following AY), and it cannot be unilaterally altered.
2. The FPPD is not a contract, nor does it function as a single criterion for merit evaluation. The FPPD does, however, require that a faculty member establish and meet professional, departmental, college and University-wide goals.
3. The FPPD must be dated and signed by the faculty member, Department Chair or Program Director, and Dean.
4. The FPPD is the responsibility of the faculty member. It represents his/her outline of planned objectives for the academic year. Information from this document will serve as the basis for the initial conference between the faculty member and the Department Chair or Program Director. This meeting must be held by Friday of the last week in September.

**FACULTY INFORMATION**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance Factors: The faculty member should list definite items by which each area may be

evaluated.

**Teaching: (Do not list required activities, such as meeting classes on time)**

**Professional Activity: (Include a minimum of two activities)**

**Service: (Include a minimum of two activities)**

Initial Performance Planning Conference Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Program Director Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_