Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Probationary Evaluee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenure Evaluation Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 1: All members of the TEC will consult with the evaluee, complete this section, and submit to the TERB Coordinator as soon as possible but by no later than the first week of the spring semester.**

|  |
| --- |
| ***An Improvement Plan*** *addresses all areas in which an evaluee received a notation of “needs improvement” or “unsatisfactory” and provides specific actions that will be taken so that the evaluee can achieve a “Standard” rating in future evaluations.* TheImprovement Plan is typically viewed as complete when the Performance Standards that received a “needs improvement” or “unsatisfactory” rating receive a “standard” or higher rating on the next full review report and this Improvement Plan is signed off on as complete by the TEC Chair and the Evaluee. |
|  |
| Issues/Evaluation Criteria | ***Actions*** to be taken toward improvement (what do the TEC, evaluee, or other relevant parties need **to do**?) | ***Evidence*** of Follow-up/Progress (what evidence do the TEC, evaluee, or other relevant parties **need to provide** to show they completed the actions named in column 2?) |
| **Performance Standard:****Issues (include relevant quotes from the Review Report):** | **To address the standards and issues noted in the first column, the Tenure Evaluation Committee (TEC), in consultation with the evaluee, recommends the following:** | **To assess the evaluee’s progress toward improvement, the TEC requires evidence of the following** [please name the people responsible for providing each piece of evidence]**:** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Will a mentor be assigned to the evaluee? YES | NO | Mentor’s name and department | Mentor’s responsibilities | Evaluee’s responsibilities | What will the mentor share with the TEC and when?? | Who will connect the mentor and the evaluee?  |
|  |  |  |  |  |

Approved by TERB on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tenure & Evaluations Coordinator, Sign and Date) (Probationary Evaluee, Sign and Date)

 (Committee Chair, Sign and Date)

 (Department Member, Sign and Date)

 (Outside Member, Sign and Date)

 (Division Dean Member of Committee, Sign and Date)

 (Vice President of Instruction, Sign and Date)

**PART 2: The TEC Chair and the evaluee will complete this section during or at the end of the period in which the improvement plan is in force. This full form (including Part 1 and Part 2) must be signed and submitted to the TERB Coordinator *with* the next review report submitted after the review report that triggered the improvement plan (e.g., if the Fall 2020 review report triggered an improvement plan, submit this complete form with the Fall 2021 review report). If all performance standards below are marked “yes,” *this* improvement plan is considered complete. Note: in addition, a fresh improvement plan must be crafted if any item on the new review report is rated as “needs improvement” or “unsatisfactory;” in that situation, any relevant performance standard, action, and follow-up from *this* improvement plan that is rated “no” below is in force until the new improvement plan is approved.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Standard (from Part 1 of this document)** | **Did the evaluee complete the recommended actions and show satisfactory improvement?**  | **TEC Chair: Please explain your answer from column 2.** | **Evaluee: Please share any relevant information from your perspective** |
|  | **YES | NO** |  |  |

 (Probationary Evaluee, Sign and Date)

 (Committee Chair, Sign and Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tenure & Evaluations Coordinator, Sign and Date)