

## Annual Professional Planning Template

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

Department: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

**Institutional Vision and Mission** *(related to your unit/job description)*

**Strategic Initiatives** *(related to your unit/job description)*

**Departmental Goals** *(related to your job description)*

**Summary of Job Description** *(customize to reflect your situation)*

Academic Activity	Time Allocation
Teaching instructional design, course delivery, assessment, advising, mentoring	
Research grant writing, laboratory development, training of staff/students, publications	
Service profession, institution, community	
Administration	

**Annual Growth Plan** *(detail no more than three goals)*

Goal	Performance Criteria	Performance Measure	Action Plan