

## PERFORMANCE ENRICHMENT PLAN

Each full-time faculty member of Isothermal Community College will develop and pursue, with the approval of the appropriate supervisor, a performance enrichment plan. The plan shall be aimed at maintaining and/or increasing competencies essential to the performance of individual jobs and duties. In preparing a performance enrichment plan, the faculty member should use the following topical outline:

- I. Summary of performance enrichment activities since submission of last performance enrichment plan to include the following:**
  - A. Progress toward goals stated in last approved plan, with a reflection on the outcomes of those goals.
  - B. Other on-going job enrichment activities including, but not limited to: conferences, workshops or seminars attended, job-related courses taken, new courses developed or new course preparations developed. A written reflection on the outcomes of these activities should also be included.
  - C. Professional contributions including, but not limited to: research conducted, presentations given, publications issued, or committees on which you served.
  
- II. List your enrichment goals for the coming year. Goals should be specific, measurable, attainable, realistic and tangible. Categories of goals can include:**
  - A. Improving specific job skills related to your current job.
  - B. Expanding or adding job skills.
  - C. Becoming knowledgeable about the latest techniques, changes or policies related to your job.
  - D. Making improvements or changes to classes.
  - E. Taking academic courses to update professional knowledge and/or seek another degree.
  - F. Improving nonacademic skills beneficial to your position: communications, human relations, student success, etc.

Examples:

1. Become more proficient in Access 2003.
2. Increase the amount of supplemental enrichment material in each class.
3. Become more involved in campus life, especially by attending more cultural events.
4. Create websites for each class to create on-line access to basic course materials.
5. Provide adjuncts with visual aids for core concepts.
6. Develop an ENG 113 research paper assignment that leads directly to a portfolio artifact.
7. Take a graduate course relating to community college leadership.

**III. Performance Enrichment Plan: Activities**

- A. Identify specific activities you will carry out to reach your goals. Include timelines and resources necessary for completion.
- B. Identify specific activities in response to your supervisor's recommendations in your last performance evaluation.

**IV. Supervisor's Approval**

Sign and date your plan. Include a line for your supervisor's dated signature as an indication of his/her approval of the plan.