

See APS 5008 for more information on the implementation of Performance Improvement Agreements and Development Plans. These documents are to be developed by the faculty member in collaboration with the head of the primary unit and the appropriate faculty committee (as determined by primary unit policy).

### **Suggested Template for Performance Improvement Agreements and Development Plans**

Name:

Dept. Chair:

Department:

School/College/Library:

Date:

I. Statement of general deficiencies warranting the Performance Improvement Agreement/Extensive Review and the Development Plan:

II. Specific deficiencies (list for each area, if applicable):

- Scholarly/creative work:
  
- Teaching:
  
- Leadership and service:
  
- Clinical activity:
  
- Other areas of professional responsibility:

III. Goals and actions designed to address the deficiencies identified in the PIA/Extensive Review process.

Where applicable, include goals for teaching, scholarly/creative work, clinical activities, and service assignments to be achieved during the agreement/plan period. For each goal, indicate:

- Action plan or strategies for improvement;
- Timeline (expected date by which the goal will be met);
- Benchmarks or indicators of success; and
- Date(s) for periodic progress reviews.

IV. Timeframe for the PIA/Development Plan:

- Start date:
- Duration: (specify either one or two years; cannot exceed two years)

- Date for assessment of progress:

V. Routing: The original, signed copy of the PIA/Development Plan should be kept in the dean's office. Copies of the signed PIA/Development Plan go to: the faculty member, the head of the primary unit or the school/college/library personnel review committee, and the Associate Vice Chancellor for Faculty Affairs.

VI. Signatures:

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Faculty Member

Date

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Head of Primary Unit or College Personnel Review Committee

Date

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Dean

Date