

FACULTY SUCCESS PLAN TEMPLATE

A success Plan is an action plan designed to help Assistant Professors clarify their academic responsibilities and expectations leading up to tenure and/or promotion and promote short- and long-term professional development. Ideally, the Success Plan is completed with feedback and advice from their Department Head/Chair along with other mentor(s). The Plan assists with creating consistency and continuity of feedback that junior faculty receive. As such, success plans are a living document and an especially useful faculty development and mentoring tool, helping the new faculty to determine their goals, learn about expectations, identify areas for improvement, and track progress.

We recommend starting with a 3-year success plan, but plans can be made for all pre-tenure and/or pre-promotion years as well. Success Plans should be drafted by the end of the first semester in residence and discussed with the Chair/Head as well as the mentoring team before being finalized.

Preparing the Success Plan

Your Success Plan goals should be SMART:

1. **Specific**
 - *What* do I want to accomplish?
 - *Who* is involved?
2. **Measurable**
 - *How much/many?*
 - How will I know it's accomplished?
3. **Achievable**
 - *How realistic* is the goal, based on other constraints, such as the review process?
4. **Relevant**
 - Is my goal relevant at this current time?
 - Does my goal align with my other efforts?
5. **Time bound**
 - *When* will I see the outcomes?

Job Assignment

What are your job responsibilities? What percentage of your time is assigned to each component of your job? If you have a formal job description, we recommend that you include it in the beginning of your success plan as a guide for you and all those who advise you on your plan. It is essential to your success that you discuss your responsibilities with your supervisor, and that your assigned responsibilities and your efforts align.

Job Assignment (e.g. Research, Teaching, Administration, Extension) & Workload Allocation:



Bridge Program

Discussion of the Success Plan

After the plan is filled out, discuss it with your mentors and your chair or department head to make sure your goals are achievable and align with tenure and/or promotion as well as the needs of your department.

Editing of the Success Plan

The success plan is not a static document. As you make progress, hit obstacles, receive windfalls you will need to update this plan.

The success plan can be completed using the outline above, or the more compact tabular form below.

Goals

For each component of your job (e.g. research, teaching, etc.), write a short statement with your aspirations for the next three years. Consider the types of outputs (publications, new curricula, etc.) that you anticipate for each area of your job. Make sure to pick 2-3 concrete, achievable goals for each section, keeping your limited resource of TIME in mind. Think about ways to create synergism between your different areas of effort, and align your goals with your job description. Then, for each goal, consider the following prompts:

Goal 1:

I would like to obtain this goal within the next _____ months/years.

To achieve this goal, I will take the following steps:

Timeline

1)

2)

3)

4)

5)

What resources will you need to achieve this goal?

Who can help you achieve this goal? (e.g. mentors, collaborators, etc.)

Role

1)

2)

3)

4)

In working towards my goal, I expect to run into the following obstacles:

Obstacle and strategy to overcome this obstacle.

1)

2)

3)

Measurable Milestones and Outputs

How will you measure your progress towards your goal, and know when you have achieved it? What measurable outputs do you expect to be able to report on your Faculty Service Review Form?

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Goal 2:

I would like to obtain this goal within the next _____ months/years.

To achieve this goal, I will take the following steps:

Timeline

1)

2)

3)

4)

5)

What resources will you need to achieve this goal?

Who can help you achieve this goal? (e.g. mentors, collaborators, etc.)

Role

1)

2)

3)

4)

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Goal 3:

I would like to obtain this goal within the next _____ months/years.

To achieve this goal, I will take the following steps:

Timeline

1)

2)

3)

4)

5)

What resources will you need to achieve this goal?

Who can help you achieve this goal? (e.g. mentors, collaborators, etc.)

Role

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The Success Plan Template

1. Research (X%)

Goals List your main goals	Approaches/Strategies What steps do you need to take to achieve the goal?	Time Frame When do you plan to complete each step?	Resources What will be needed?	Mentors, and Collaborators Who can help?	Potential Obstacles and Contingency Plans What obstacles are likely, and how can you overcome them?	Desired Outcomes, and Measurable Milestones and Outputs How will you know the goal has been achieved?
<i>Example:</i> Run a pilot study to demonstrate the feasibility of irradiation for aflatoxin management on stored grains	<ul style="list-style-type: none"> - File protocol for approval by Institutional Biosafety Committee - Order equipment - Test equipment and perform at least three test runs - analyze data 	<ul style="list-style-type: none"> - November 2022 - November 2023 - February to May 2023 May 2023 	Research equipment, research assistant, Grain samples from at least 3 cultivars	<ul style="list-style-type: none"> IBC Chair can advise on the protocol submission process Dr. X can provide grain samples Dr. Y has equipment that can be used if needed 	<ul style="list-style-type: none"> Equipment may be back-ordered If so, can complete pilot study in Dr. Y's lab 	Pilot study results that can be: <ul style="list-style-type: none"> a) Presented in a poster at the XYZ conference in July 2023 b) Included in a grant submission to XYZ program in August 2023

2. Teaching & Mentoring (Y%)

Goals List your main goals	Approaches/Strategies What steps do you need to take to achieve the goal?	Time Frame When do you plan to complete each step?	Resources, What will be needed?	Mentors, and Collaborators Who can help?	Potential Obstacles and Contingency Plans What obstacles are likely, and how can you overcome them?	Desired Outcomes, and Measurable Milestones and Outputs How will you know the goal has been achieved?
<i>Example:</i> Improve active learning strategies	- Participate in workshops - Implement in course	Spring 2023	Teaching and Faculty Support Center			Implementation of strategies in course work, improvements in course evaluations

3. Service (Z%)

Goals List your main goals	Approaches/Strategies What steps do you need to take to achieve the goal?	Time Frame When do you plan to complete each step?	Resources, What will be needed?	Mentors, and Collaborators Who can help?	Potential Obstacles and Contingency Plans What obstacles are likely, and how can you overcome them?	Desired Outcomes, and Measurable Milestones and Outputs How will you know the goal has been achieved?
<i>Example:</i> serve as an officer of a professional society	Identify the most applicable societies and get involved	Summer 2023	Funds for travel to conference			Served in an official capacity in professional society

** categories such as *Leadership, Certifications* or *Other Career Development* could be added if applicable.