## **Annual Personal Review and Professional Growth Plan**

**Professional Expectations / Preamble**

At NYIT-Vancouver, we are committed to excellence in teaching and learning. To maintain this commitment, we require all faculty members to engage in reflective practice and continuously strive for professional improvement. We firmly believe that this approach will benefit faculty and students alike.

As such, we expect all faculty members to complete an annual professional growth plan document that outlines specific goals and strategies for improving their teaching and positively impacting learning among their students. This annual plan will serve as a framework for professional development and guide faculty members in achieving their objectives.

At the end of the academic year, faculty members will review the goals they set for themselves and reflect on their accomplishments, providing evidence of growth. This process will help to ensure that we are providing the highest quality education to our students and that our faculty members are continually improving their skills and abilities as educators.

We appreciate your commitment to excellence and your dedication to improving the teaching and learning experience at our institution. Together, we can continue to build a culture of lifelong learning and growth.

Additionally, as an ongoing reminder, we ask faculty to remain cognizant of the following NYIT-Vancouver expectations:

1. Prior to COVID, faculty contracts stipulated that faculty should be on campus at least four days/week. Faculty must maintain an on-campus presence beyond in-class teaching times. All full-time faculty in a department will be on campus on the same agreed upon weekday. In addition to the one communal day, faculty should be on-campus for a minimum of 15 hours per week when classes are in session.
2. Full-time faculty are expected to work, contribute, and produce in alignment with full-time hours. While times are flexible, note that NYIT has adopted a Results Oriented Work Environment. Faculty are expected to meet with their Associate Dean and the Director of the Centre for Teaching and Learning in August or September to review the past and current year’s goals in the areas of Teaching, Scholarship, and Service.
3. Faculty represent New York Tech in all external engagements. Where full-time faculty are engaged in outside consulting, speaking, self-employment endeavors, etc., involvement must be reported to their Associate Dean.
4. Faculty are not permitted to teach for other Academic institutions without consent from New York Tech.
5. Faculty are expected to include their New York Tech work affiliation in their bio for work related activities and presentations (including LinkedIn networking).
6. When publishing research papers, the primary funder of the research can be included as the primary affiliation but should the paper or conference in question allow multiple affiliations, New York Tech will be included.

**Vancouver Faculty**

Annual Personal Review and Professional Growth Plan

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goals, Strategies, and Accomplishments:**

The articulation and tracking of teaching, scholarship, and service goals, strategies, and accomplishments on a yearly basis is important in the realization of personal and institutional objectives. By setting clear goals and strategies, you will be better able to prioritize your time and efforts, identify opportunities for improvement, and identify and access resources to support your endeavors.

Please complete the appropriate sections of the following chart at the beginning and end of each academic year and submit to your Associate Dean and to the Director of the Center for Teaching and Learning, Vancouver. The process is straightforward. By September 1, outline your Goals and the Strategies you intend to employ to achieve those goals. At the end of the academic year (by July 15), reflect on the Goals and Strategies you outlined and note your accomplishments.

Writing a professional growth plan can seem daunting.

To help you get started, we recommend consideration of the following:

1. Refer back to your course evaluations for the past year. If you would like to see a full set of your evaluations in a single report, please contact the Director of the Centre for Teaching and Learning, Vancouver.
2. Reflect on moments from your teaching engagements in which you felt under prepared. What was the situation? What might have helped?
3. Reflect on specific learning activities or examples of teaching, speaking, or scholarship you have always admired. What goals and resources might help you be able to emulate those outstanding examples in your own work?
4. Reflect on research, articles, and other scholarly ideas you have had but failed to follow through on. Which one or two are you committed to pursuing this year?
5. What have you noticed on campus or within our community that could be made “better?” What will you do to make a difference and contribute positively to our campus, city, or beyond?

**Goal:** Describe what you will DO.  
**Strategies:** Describe important methods or steps regarding HOW you will achieve your Goal.  
**Reflections/Accomplishments:** Did you achieve your Goal? List/link evidence.

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| --- | --- | --- | --- |
| **Academic Year: 2023–2024** | | | |
| **Teaching** | | | |
|  | *Teaching, pedagogy/andragogy, or instructional development (e.g., Instructor-specific learning goal, experiential-based activity such as practicum or academic service learning).* | | |
|  | **Goal 1:** *Write your goal here* | | |
|  |  | Strategies:   * One * Two * Three | Reflections/Accomplishments:   * How has my professional practice improved? * How has student learning been affected/improved? |
|  | **Goal 2:** | | |
|  |  | Strategies: | Reflections/Accomplishments: |
| **Scholarship** | | | |
|  | *Scholarship or the creation of intellectual contributions (e.g., research, presentation, journal publication, etc.).* | | |
|  | **Goal 1:** | | |
|  |  | Strategies: | Reflections/Accomplishments: |
|  | **Goal 2:** | | |
|  |  | Strategies: | Reflections/Accomplishments: |
| **Service** | | | |
|  | *Service (e.g., Service to NYIT, your department, academic profession, industry sector, and/or community):* | | |
|  | **Goal 1:** | | |
|  |  | Strategies: | Reflections/Accomplishments: |
|  | **Goal 2:** | | |
|  |  | Strategies: | Reflections/Accomplishments: |

**Continuous Improvement and Key Performance Indicators:**

*Only complete this section for the July reporting.*

* Please suggest one or two continuous improvement elements that you would like NYIT-Vancouver to prioritize:
* Please suggest any methods which might be considered and used to measure progress in key performance areas: