Managing Plans of Work

The Plan of Work is an effective vehicle to reinforce your expectations of the new faculty member, define a balanced set of goals, and uncover areas of needed support. These sample Plan of Work goals\(^1\) may provide ideas for you and the new faculty member:

**Research goals**
- Establish a research agenda with a focused line of inquiry.
- Make connections to fellow faculty with similar interests to develop the potential for collaboration.
- Submit one conference paper abstract.
- Submit one journal article for publication.

**Writing goals**
- Work on dissertation to prepare for publication.
- Send drafts of article to three colleagues for feedback (one local, one dissertation advisor, one national).
- Attend faculty development workshops on writing and research.

**Publication goals**
- Incorporate comments from colleagues and submit article for publication.
- Submit conference paper abstract.

**Teaching goals**
- Prepare for courses.
- Seek mid-term feedback from students.
- Seek feedback from colleagues on syllabus, grading rubric, and other course materials.
- Arrange for one informal class observation.
- Attend faculty development workshops on use of course management system, other academic technology, and/or teaching excellence best practices.

**Service goals**
- Identify one service commitment that would support research agenda, teaching goals, or other responsibilities.
- Provide advising support for [number] students.
- Identify one committee that would be beneficial to apply/volunteer for.
- Determine external service expectations.

**Grant goals**
- Collect information about internal grant opportunities campus-wide.
- Submit “mini grant” application for summer research projects.

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\(^1\) (Bensimon, Ward & Sanders, 200, pgs. 117-118)