
Faculty Mentoring @ RIT

Guidelines for Department Heads

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 goals¹ 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.

Grant goals

- Collect information about internal grant opportunities campus-wide.
- Submit "mini grant" application for summer research projects.

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.

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