

## Appendix D Personal Improvement Plan Form

<b>Full Name:</b>	<b>Division:</b>
<b>Rank:</b>	<b>Academic Year:</b>
<b>Date Form Submitted:</b>	<b>Associate Dean/Designee:</b>

**Part A: Performance Improvement Plan Elements** (to be filed with Human Resources when developed)

<p><b>1. Identification of the area(s) requiring improvement:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching Effectiveness:</li> <li><input type="checkbox"/> Professional Development:</li> <li><input type="checkbox"/> Leadership:</li> <li><input type="checkbox"/> Service to Delta College:</li> <li><input type="checkbox"/> Collegiality and Collaboration:</li> </ul>
<p><b>2. Please describe in detail the area(s) needing improvement, and the goals established by the Faculty member and Associate Dean/designee to address the area(s) needing improvement. Outline a development plan to support the faculty member in achieving those goals:</b></p>          
<p><b>3. Establish a timeline for meeting each goal:</b></p>   
<p><b>4. Describe how the Associate Dean/designee will evaluate the completion of the performance improvement plan goal(s) at the end of the timeline:</b></p>          

**Associate Dean/designee comments:**

I have met with the faculty member and explained the performance improvement plan.

Associate Dean/Designee Signature:

Date:

**Faculty Member's comments:**

I have met with the Associate Dean/designee and understand the performance improvement plan.

Faculty Member Signature:

Date: