

Action Plan for Dance

Date: 2 April 2019

*Framing your goals and objectives as S.M.A.R.T. goals (Specific, Measurable, Actionable, Realistic, and Time-bound) is a great way to ensure that your team is aligned and on-track.*

**1. Goal (S.M.A.R.T.): Hiring the next Director of the Dance program should involve substantial faculty input, close cooperation with the dean, and should be prepared in a timely fashion to insure a broad applicant pool.**

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
The job description/advertisement should be developed in the Spring 2019 term or early in the summer.	Faculty, Dean, Director, and Search Chair	Spring 2019	Advertisement finalized by early summer.	In Progress.
The Advertisements should sent to the appropriate publications and web sites during the late summer or early fall a for spring hire.	Dean, Director, and Search Chair, Academic Affairs	Summer/Fall 2019	Advertisements approved and in print by October at the latest.	In Progress.
Faculty should actively disseminate news of the position to their professional colleagues at other institutions.	Dance Faculty	Summer and Fall 2019 (starting once the advertisement is approved.	A viable pool of qualified applicants.	

Dance Action Plan – Climate Survey				
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**2. Goal (S.M.A.R.T.): Increase revenues available for faculty travel for research/creative purposes.**

Action Steps to Achieve Goal	Responsible Person	Timing	Metrics	Status
Keep records of faculty expenses for research and creative trips.	Program Director, Faculty	Fall 2019 Spring 2020	A Clear record of faculty expenses.	Pending start of AY 2020
Take opportunity to apply for support funds from all available sources (the Office of Global Engagement, the Office of Faculty Affairs, etc.).	Faculty, Program Director, Dean, relevant administrators.	Fall 2019 Spring 2020	An increase in revenues available to faculty for professional travel.	Pending start of AY 2020.
Keep records of potential faculty trips that were not taken due to lack of institutional support.	Program Director, Faculty	Fall 2019 Spring 2020	A clear record of missed opportunities (and estimated costs)	Pending start of AY 2020.
Seek opportunities to create a Departmental fund for faculty and student travel.	Program Director, Faculty, Dean, Office of Development	Fall 2019+	A Departmental fund that can supplement the costs of faculty travel for research/creative work (which often includes students as performances).	On agenda for next faculty meeting!