

Action Plan for (Department/College Name) \_\_\_\_\_ Communication Sciences and Disorders \_\_\_\_\_

Date: \_\_\_\_\_ December 7, 2021 \_\_\_\_\_

Select 2-3 areas of opportunities you want to focus on and identify goals and action steps to work toward your goals. Make sure that your action steps are within your area's control. If you have suggestions for your division leadership, please collect them on the last page and follow the chain of command to share those. If you have ideas you would like to share with institution leadership, please collect on the last page and share along with your action plans with your campus climate liaisons, as well as assigned division contact.

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. It will also help with progress reporting.

2021 results and recorded townhalls can be viewed on the [campus climate website](https://www.utrgv.edu/campus-climate-website). To review action plans and progress reports from the last survey, please visit: <https://www.utrgv.edu/strategic-plan/strategic-initiatives/campus-climate/2018/action-plans/index.htm>

Action plans are due December 2021. Progress Reports are due October 2022, and May 2023.

*Please contact your assigned campus climate liaison for questions.*

Survey Dimensions:
Job Satisfaction/Support
Professional Development
Compensation, Benefits, & Work/Life Balance
Facilities
Policies, Resources, & Efficiency
Shared Governance
Pride
Supervisors/Department Chairs/Directors
Senior Leadership
Faculty, Administration, & Staff Relations
Communication
Collaboration
Respect & Appreciation

Area of Focus/Opportunity (Dimension):

1. Goal (S.M.A.R.T.): Promotion and tenure criteria will be clear and reasonable across the department's teaching, research, and service missions.

Action Steps to Achieve Goal	Responsible Person (who will take the lead on this action step, who else is involved)	Timing (when, how often)	Metrics/Indicators of Success (how you measure progress, success, and completion)	Status/Comments (anticipated start date, date started, ongoing, completed, pending)
The department's Annual Evaluation, Tenure and Promotion, and Non-Tenured Retention and Promotion Committees shall continually review the department's <i>Comprehensive Faculty Annual Evaluation and Promotion and Tenure Policy</i> to ensure it reflects the evolving teaching, research, and service missions of the department.	Chair, Annual Evaluation Committee Chair, Tenure and Promotion Committee Chair, Non-Tenured Retention and Promotion Committee Faculty members in common across the three committees	Once each academic year	Each time the policy is updated, a copy will be sent to all faculty. Faculty will be asked to complete a short survey on the clarity and reasonableness of the updated policy. If faculty ratings fall below 4.00 (on a 5-point scale), the policy will be sent back to the appropriate committees for revision.	Ongoing
All new faculty will be assigned a faculty mentor during their first semester of employment. Within the first month of employment, the new faculty member will meet with the department chair to discuss the department's <i>Comprehensive Faculty Annual Evaluation and Promotion and Tenure Policy</i>	Assigned faculty mentor Department chair New faculty member	Whenever there is a new faculty hire in the department	In consultation with the mentor and department chair, the new faculty member will develop a 6-year plan for promotion and tenure. This plan will be used as a guidepost for the new faculty member as he or she progresses towards promotion and tenure.	At the beginning and end of each academic year, the department chair and new faculty member will go over the 6-year plan to ensure the proper activities are reflected in the annual workload report.

Area of Focus/Opportunity (Dimension):

2. Goal (S.M.A.R.T.): The Department of Communication Sciences and Disorders will foster a more collegial and collaborative environment.

Action Steps to Achieve Goal	Responsible Person <i>(who will take the lead on this action step, who else is involved)</i>	Timing <i>(when, how often)</i>	Metrics/Indicators of Success <i>(how you measure progress, success, and completion)</i>	Status/Comments <i>(anticipated start date, date started, ongoing, completed, pending)</i>
The department chair will host monthly drop-in meetings for interested faculty and staff to discuss the operations and direction of the department, opportunities for collaboration, and other issues of concern to faculty.	Department chair Interested faculty and staff	Once monthly during the academic year.	At the end of each academic year, faculty will complete a survey that will assess the value of having monthly drop-in meetings with the department chair. A mean rating of 4.00 or higher (on a 5-point scale) indicates this activity is of value to faculty and staff.	Start Spring 2022, then at least once each month during the 2022-23 academic year and beyond.
The department chair will host a pre-academic year social event for faculty and staff within the department.	Department chair Interested faculty and staff	Once each year, a week or two before the start of a new academic year.	Attendance of at least 50% of faculty and staff indicates progress; attendance of 80% or higher indicates success.	Start the week before the Fall 2022 semester and each year thereafter.

Area of Focus/Opportunity (Dimension):

3. Goal (S.M.A.R.T.): The Department of Communication Sciences and Disorders will improve its governance procedures.

Action Steps to Achieve Goal	Responsible Person <i>(who will take the lead on this action step, who else is involved)</i>	Timing <i>(when, how often)</i>	Metrics/Indicators of Success <i>(how you measure progress, success, and completion)</i>	Status/Comments <i>(anticipated start date, date started, ongoing, completed, pending)</i>
The department chair will host monthly drop-in meetings for interested faculty and staff to discuss the operations and direction of the department, opportunities for collaboration, and other issues of concern to faculty.	Department chair Interested faculty and staff	Once monthly during the academic year.	At the end of each academic year, faculty will complete a survey that will assess the value of having monthly drop-in meetings with the department chair. A mean rating of 4.00 or higher (on a 5-point scale) indicates this activity is of value to faculty and staff.	Start Spring 2022, then at least once each month during the 2022-23 academic year and beyond.
Faculty and staff will be informed on a periodic basis of the department's financial status.	Department chair	Each faculty meeting	An updated financial report (including how much money each faculty member has for professional development) will be presented as a permanent item on the agenda of every faculty and staff meeting. Positive feedback from faculty and staff will be the measure of success.	Start Spring 2022 and every scheduled faculty and staff meeting starting the 2022-23 academic year.

Area of Focus/Opportunity (Dimension):

4. Goal (S.M.A.R.T.): The Department of Communication Sciences and Disorders will institute effective ways of communicating with faculty and staff.

Action Steps to Achieve Goal	Responsible Person <i>(who will take the lead on this action step, who else is involved)</i>	Timing <i>(when, how often)</i>	Metrics/Indicators of Success <i>(how you measure progress, success, and completion)</i>	Status/Comments <i>(anticipated start date, date started, ongoing, completed, pending)</i>
The department chair will meet individually with each faculty and staff member to determine the most effective and preferable mode of communication between that faculty/staff member and the department chair.	Department chair All department faculty and staff	Spring 2022; one time only	Successful completion will occur when all faculty and staff within the department are consulted by the department chair.	Spring 2022
The department chair will host monthly drop-in meetings for interested faculty and staff to discuss the operations and direction of the department, opportunities for collaboration, and other issues of concern to faculty.	Department chair Interested faculty and staff	Once monthly during the academic year.	At the end of each academic year, faculty will complete a survey that will assess the value of having monthly drop-in meetings with the department chair. A mean rating of 4.00 or higher (on a 5-point scale) indicates this activity is of value to faculty and staff.	Start Spring 2022, then at least once each month during the 2022-23 academic year and beyond.

**Reflection:**

**How do your goals support UTRGVs [strategic plan](#) and [mission](#)? How do your goals align with student success? How do they make a positive impact on the student experience?**

As the 'problem areas' primarily pertain to faculty interactions, collegiality, and collaboration, the goals in this report do not directly align with student success. That said, the improvement of working conditions within the department indirectly may impact student success in an indirect manner. It is also difficult to assess the goals within this report against the University's strategic plan as a new plan is being developed at this time. The goals addressed within this report do address the University's, College's, and department's mission of providing a quality educational experience to students and promoting faculty excellence.

**Division Leadership Ideas (if applicable):**

- 1) Institute a College-wide faculty mentorship program for new faculty.
- 2) Develop a promotion and tenure 6-year activity template for new faculty to use as a guidepost towards successful promotion and tenure.

**Institutional Leadership Ideas (if applicable):**

- 1) Institute a University-wide faculty mentorship program for new faculty.
- 2) Develop a promotion and tenure 6-year activity template for new faculty to use as a guidepost towards successful promotion and tenure.