

Action Plan for (Department/College Name) Health and Human Performance

Date: _____

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](#).

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): Workplace Culture

1. Goal (S.M.A.R.T.): To promote and cultivate workplace culture in collegiality and faculty wellness.

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)
Engage faculty and staff through focus groups discussions to identify strategies to promote collegiality and wellness.	Chair, Staff, & Faculty	February 2022	Strategies identified with set goals	February 2022 startup; May 2022 complete
Hold department meetings at the Center of Innovation and Commercialization at Weslaco or Harlingen UTRGV campus for a face-to-face meeting with TEAM's option.	Chair, Staff, & Faculty	Monthly scheduled meetings	Number of attendees at the site of the meeting	Jan. 2022—ongoing
Support a work culture that recognizes the balance of work, family, and other responsibilities.	Chair, Staff, & Faculty	On-going	Work environment is supportive with schedules	Jan. 2022--ongoing
Host social events to celebrate various holidays throughout the year with potluck menu items.	Chair, Staff, Faculty, & Student Club Officers	Holidays	Number of attendees at the site of the gathering	Jan. 2022—ongoing
Acknowledge birthdays monthly and promotions yearly.	Chair, Staff, & Faculty	On-going	Birthdays are acknowledged, personal notes from chair and correspondence	Jan. 2022—ongoing
Promote research and service collaboration within the department.	Chair, Staff, & Faculty	On-going	Number of joint research projects and service activities among faculty.	Jan. 2022—ongoing
Recognize years of service of an employee at the first department meeting in the fall.	Chair & Staff	On-going Aug. or Sept.	Certificate awarded for service	Fall 2022--ongoing

Area of Focus/Opportunity (Dimension): Faculty Recruitment and Retention

2. Goal (S.M.A.R.T.): Hire the best-qualified candidate with the credentials and experience that meets the department and student needs for the various programs.

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)
Revise the current job announcement for adjuncts to create and post program-specific criteria for the various degree programs to recruit targeted specialized candidates with diverse backgrounds.	Chair, Program Coordinators, Staff, & Dean's Office	On-going as needed	Revised job announcements in place in HR	Jan. 2022—Feb. 2022
Develop a recruitment plan to identify the various organizations and sources in the given field to seek specialized candidates.	Chair, Program Coordinators, Staff, & Dean's Office	On-going as needed	Listing of marketing sources done for each degree program	Jan. 2022--ongoing
Revisit the interview process for Lecturers to include a demonstration in teaching to the department faculty for feedback.	Chair, Search Committee, & Staff	On-going as needed	Teaching demonstration is part of the interview process	Jan. 2022—ongoing

Area of Focus/Opportunity (Dimension): Opportunities for Career and Professional Growth

3. Goal (S.M.A.R.T.): Promote workshops and continuing education opportunities for faculty and staff for professional growth and career advancement opportunities.

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>
Discuss career advancement interests as part of professional growth plan in the Workload session and staff evaluation.	Chair & Faculty	Annual Workload Session and staff evaluation ongoing	Number of professional growth activities among faculty and staff (funded and non-funded) Application, nomination or award for a fellow position or leadership position.	Jan. 2022--ongoing
Promote mentoring and coaching among faculty and staff.	Chair, Program Coordinators, Staff, & Faculty	On-going	Participation in mentoring and coaching activities	Jan. 2022-ongoing
Identify and share opportunities for leadership development at the department, college, university, UTSysstem, and in the profession.	Chair, Program Coordinators, Staff, & Faculty	On-going	Evidence in sharing opportunities for leadership development and/or award for a fellow position or leadership position.	Jan. 2022-ongoing

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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?

The Department of Health and Human Performance goals are based on the mission of the university by creating and promoting a positive and nurturing working environment for faculty by building a culture of health and professional well-being that empowers faculty to reach optimal academic and personal potential. It benefits students greatly in having faculty who are progressive in their teaching and research through professional development growth and who have balance in the various roles they hold both professional and personal. In addition, having staff supported for professional development will provide better services to students and the department in being more knowledgeable and skilled in delivering services. These three goals are founded on meeting the mission and values of the institution.

Division Leadership Ideas (if applicable):

- 1) Highlight faculty who are practicing self-care through wellness activities to inspire others to follow their lead or at least think about making a lifestyle change.
- 2) Partner a new chair or director with a veteran chair as a mentor to assist in adapting to the challenges the new role brings or to share ideas.
- 3)

Institutional Leadership Ideas (if applicable):

- 1) Expand leadership development opportunities for faculty and staff
- 2) Have an orientation for new leaders such as department chairs at the university level to become familiar with the roles, responsibilities, policies, and organizational structure and function of each area. Provide funding for new chairs to attend workshops or webinars in leadership development such as the ACE Leadership Academy.

