Action Plan for (Department/College Name) _____ Chemistry _____   **Date:** ___ January 3 2022 _____

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): Job Satisfaction/Support

I am provided the resources I need to be effective in my job. Current Score 42

1. Goal (S.M.A.R.T.): Equal distribution of resources

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)*
Establishing monthly departmental faculty, operational (staff), and executive meetings to communicate with the major departmental decisions to the colleague The departmental resources will equally distribute regardless of field of research and teaching. So, the faculty can increase their academic strength toward greater success.	Chair	Starting Sept. 2021	The dept Chair will seek feed back from the faculty on semester basis to understand the development of the stared governance and other academic developments. The Chair will take effective steps to ensure the sincere and fair distribution institutional and external resources to the students and faculty and seek feedback on fair distribution.	Ongoing

Area of Focus/Opportunity (Dimension): Professional Development

I am given the opportunity to develop my skills at this institution.

2. Goal (S.M.A.R.T.): Academic growth nationally and internationally

Action Steps to Achieve Goal	Responsible Person *(who will take the*	Timing *(when, how often)*	Metrics/Indicators of Success *(how you measure progress, success, and completion)*	Status/Comments *(anticipated start*

	lead on this action step, who else is involved)			*date, date started, ongoing, completed, pending)*
Supporting faculty's' and research students' travel to professional meeting and conferences Assisting with membership subscription to all research faculty toward their network strengthening at the professional level	Chair	Each semester	The action item would be implemented in semester/yearly basis and the chair will get feedback from research faculty	Ongoing

Area of Focus/Opportunity (Dimension): Facilities

The institution takes reasonable steps to provide a safe and secure environment for the campus.

The facilities (e.g., classrooms, offices) adequately meet my needs.

3. Goal (S.M.A.R.T.): Fair distribution

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 departmental facilities will equally distribute to faculty regardless of diverse field of education and research to increase faculty's academic strength toward faculty's and student's success.	Chair	Each semester	The Chair will take effective steps to ensure the sincere and fair distribution facilities to the students and faculty and seek feedback on fair distribution.	Ongoing

The University of Texas
RioGrande Valley

Area of Focus/Opportunity (Dimension): Supervisors/Department Chairs/Directors

4. Goal (S.M.A.R.T.): Shared governance

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)*
Consistently and actively soliciting suggestions and ideas how can we make a departmental collegial relationship among the department's faculty and employee to success together	Chair	Monthly	The Chair will ensure with a feedback survey to ensure a quality work environment.	Effective since Oct 2021

Area of Focus/Opportunity (Dimension): Collaboration

5. Goal (S.M.A.R.T.): Effective teamwork

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)*

Meet monthly (1) Executive meeting with associate chair, grad and undergrad coordinator and office manager, (2) Operational meeting with all lab and office staff, and (3) Departmental general meeting to discuss and approve or disapprove all the decision made in the previous executive and operational meetings	Chair/Assoc. Chair/All Faculty	Monthly	The Chair will ensure with motivation that the faculty body works as a team and invite feedback from the faculty for further improvements.	Ongoing

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 strengthening of the faculty resources for education and research development is the key to sustainable institutional growth. These aforesaid strengths will lead our main driving force (faculty) toward the main result (students' success-retention and graduation). The faculty support along with student engagement with research and education will attract our students to the academia rather than going to job market without a bachelor's degree.

Division Leadership Ideas (if applicable):

1) Recognition of outstanding contribution from the faculty and staff -immediately
2) Recognition of outstanding student success -immediately
3) Replacement of nonproductive faculty-slowly
4)

Institutional Leadership Ideas (if applicable):

1)
2)
3)