

Action Plan for (Department/College Name) Department of Creative Writing

Date: March 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):

1. Goal (S.M.A.R.T.):

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>
<p>Policies, Resources and Efficiency: "Our Review Process accurately measures my job performance"</p> <p>27% negative on survey</p> <p>Revise Annual Review and Promotion guidelines</p>	<p>Department Committee, with Britt Haraway implementing desired changes</p>	<p>Spring 22</p>	<p>Revised guidelines are approved by department, dean and provost</p>	<p>Summer approval with Fall 22 implementation</p>
<p>Policies, Resources and Efficiency: "My Department has adequate faculty/staff to achieve our goals"</p> <p>62% negative on survey</p> <p>Hire a part-time staff member to split with the Dance Department</p>	<p>Department Committee, with Britt Haraway implementing desired changes with Anita Reyes overseeing Part – Time Employee</p>	<p>Fall 22</p>	<p>Successful hire and evaluation of Part-Time hire to be shared with Dance</p>	<p>PT staff begins Fall 22</p>
<p>Enrollment study to see about hire for a Brownsville faculty member</p>	<p>CW committee survey</p>	<p>Fall 24</p>	<p>TT Job for Bville</p>	<p>Faculty Begins fall 24 if feasible</p>

Area of Focus/Opportunity (Dimension):

2. Goal (S.M.A.R.T.):

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>
Supervisors/Department Chairs/Directors “My supervisor/Department Chair/ Director actively solicits my suggestions and ideas” 30% Negative on survey More solid Meeting schedule with a guaranteed “New business” 10 Minute period	Chair	Fall 22 (pilot in Spring of new business)	Announced meeting schedule posted through email in Summer 22	Fall 22 More predictable meeting times and expectation of new business forum during meeting
UTRGV custom Statements “Senior Leadership values the strengths of each campus” 40% negative on survey Potential Hire a Brownsville TT faculty member	Chair and Committee	Fall 23 (start search)	Successful hire	Fall 24 faculty begins

Area of Focus/Opportunity (Dimension):

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

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>
Respect and Appreciation "I am Regularly recognized for my contributions" 45% negative CW orientation showcase	Chair and CW faculty	Fall 22	Faculty and student showcase around new academic year to highlight student, alumni and faculty achievement	Fall 2022 and first showcase

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?

Creative Writing has neglected the Brownsville campus and the students previous to the pandemic. We are offering more online courses, which helps students take upper-level undergrad classes. Still, we need to build some community down there. We lost Chris Carmona to MAS and we should probably replace that position. And it should be a Tenure Track position, as some of the work is service, even more than teaching. An unofficial advisor, a person to organize readings or visiting writers.

Division Leadership Ideas (if applicable):

- 1) Clearer Meeting schedule – 1st Monday of each month
- 2) Guaranteed ten minutes of New Business time allotted in meetings
- 3) Showcase faculty and student accomplishment in an MFA program orientation
- 4) Revise promotion and annual review guidelines

Institutional Leadership Ideas (if applicable):

- 1) 29% negative on whether “people are supportive of their colleagues regardless of heritage or background” is not ideal ... A more diverse and inclusive administrative body would help lead by example.