

Setting SMART goals



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COMMUNITY COLLEGE



Objectives

- Write **1 teaching goal & 1 service goal** (and 1 leadership goal if you're a chair)

****Goals must extend beyond the job description and link to departmental and college goals**

Specific

Measurable

Achievable

Relevant

Time-bound

**Individual
Goals**



Specific

Who?

Where?

Why?

What?

When?



Measurable

From



To



Trackable progress



Achievable



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Relevant

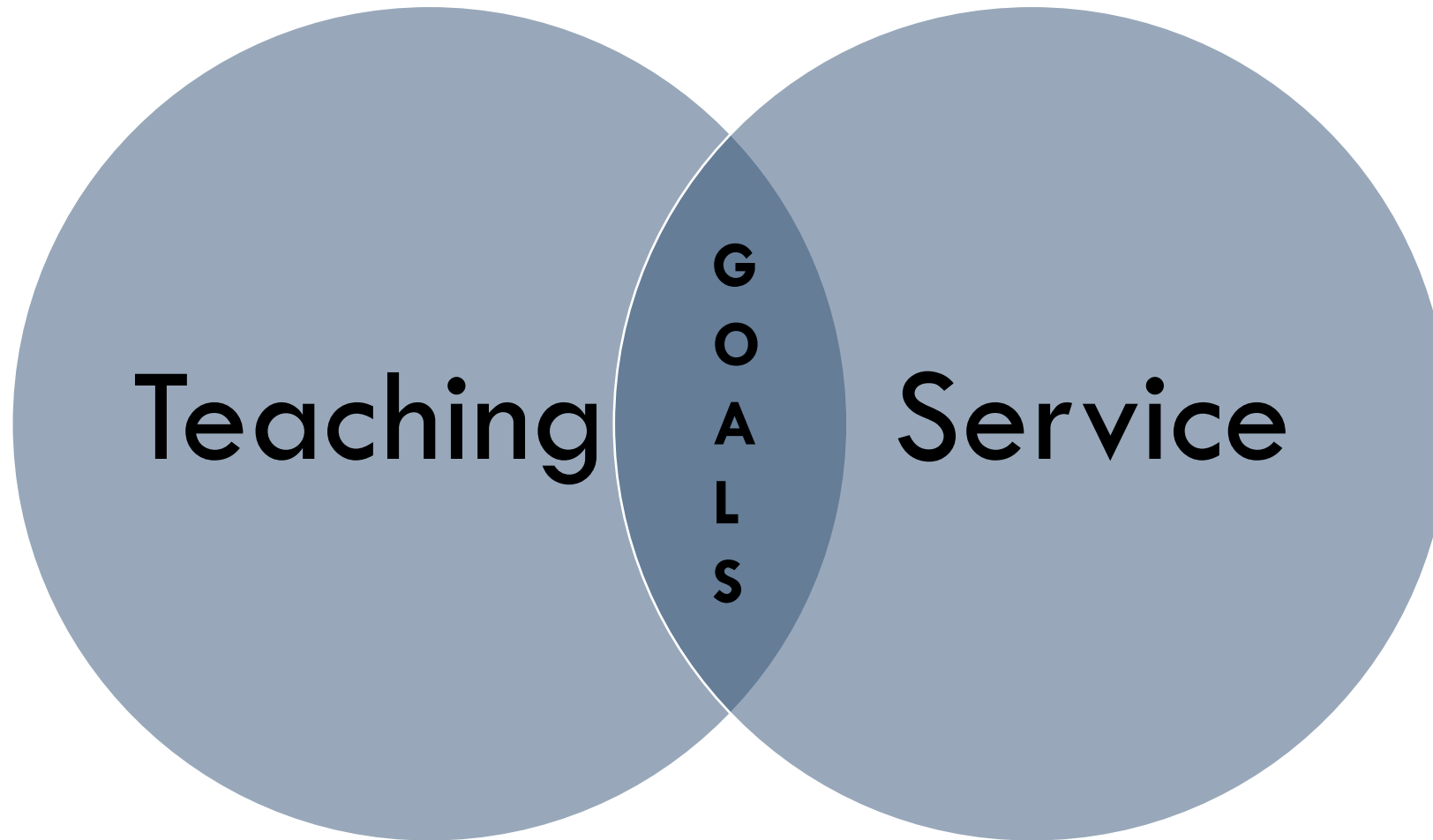


Timely



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Faculty Goal Context



Teaching Goal Example

Goal

- I want to increase student engagement in my courses.

SMART Goal

- I will add one high engagement activity in each class in each course I teach by January 2021.

Tip: write a general goal statement and then revise it to be SMART goal.



Teaching Goal Example

Goal

- I want to integrate technology assignments into my courses.

SMART Goal

- I will add a blogging project to COMP 1 Spring semester courses.

Tip: Your goals can focus on one course! The scope of your goal is up to you.



Teaching Goal Example

Goal

- I want more students to pass my biology course.

SMART Goal

- I will increase my fall semester biology course grade average to a 3.0.

Tip: Some goals are “stretch” goals! Even if you’re not sure how to do something, this is the first step to thinking about how you would! And just because a goal is challenging, doesn’t mean you shouldn’t strive for it!



Service Goal Example

Goal

- I will help with curriculum development.

SMART Goal

- I will serve on a team to re-design COMP1 curriculum by March 2022.

Tip: Goals can be things you're engaged in and already in the process of!



Service Goal Example

Goal

- I will participate in a student club.

SMART Goal

- I will sponsor a student creative writing club throughout the FY22.

Tip: Goals can be something new you want to implement!



Service Goal Example

Goal

- I will participate in student life events.

SMART Goal

- I will participate in 4 student life events by *May 2022*.

Tip: Participating in events on campus can be a service goal!



Leadership Goal Example

Goal

- I will attend training for leadership.

SMART Goal

- I will attend all sessions of OCCC Resilient Leadership training in FY22.

Tip: Attending & completing already scheduled professional development can be a goal!



Leadership Goal Example

Goal

- I will meet with my direct reports.

SMART Goal

- I will meet with my direct reports individually once per week at a minimum.

Tip: Improving your communication with staff can be a goal!



Writing Goals

Teaching
or Service?

Category	General Goal	Revised Goal Statement	Alignment to Department Goals	Alignment to major initiatives or OCCC Big 3
Teaching	I want more students to pass my biology course.	I will increase my fall semester biology course grade average to a 3.0.	*Department dependent	Close the academic achievement gap with low-income, first-generation, and minority students.

Activity: Writing Goals

1. Write a general goal statement for both a teaching and service goal you could accomplish this year.
 2. Revise the goal statements to be SMART.
3. In your planning conference – discuss with your supervisor where your goals align with departmental and applicable OCCC goals.



Resources & Contact

Faculty Performance Appraisal [Webpage](#)

Contact: Hrtraining@occc.edu or Audrey Fisher, Employee Development and Training Coordinator ext. 7541



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