

# Faculty Performance Appraisals: SMART Goals



## Context:

Writing and evaluating SMART goals is part of the collaborative performance appraisal process between a supervisor and an employee.

Before the Planning Conference between a Faculty/Chair and their Supervisor, SMART goals should be written:

### Faculty – a minimum of 2 SMART goals:

- 1 teaching-related SMART goal
- 1 service-related SMART goal

### Chair – a minimum of 3 goals:

- 1 teaching-related SMART goal
- 1 service-related SMART goal
- 1 leadership-related SMART goal

## SMART Goals

SMART is a framework for writing measurable goals.

<b>Specific</b>	What do you want to accomplish? When will it be done? What is the purpose?
<b>Measurable</b>	Can you track the progress and measure the outcome? How will you know the goal is accomplished?
<b>Attainable</b>	Is the goal reasonable enough to be accomplished in the timeframe you've selected? Do you have the resources to accomplish the goal?
<b>Relevant</b>	Is the goal related to your job, your career, your department, OCCC?
<b>Timely</b>	Have you put a time limit on achieving this goal?

## Common Types of Goals

You will be writing goals in context of your teaching responsibilities, service duties, and/or leadership role. Within those contexts, these common types of goals may help provide a schema to write within. These are only examples – goals are as unique as the individual writing them.

**Job Related:** Connected to your job description. For example: To re-design all my course syllabi by May 2022.

**Project Related:** Connected to project completion. For example: to re-design and update my Communications class curriculum by August 2022.

**Behavioral:** Connected to behaviors such as communication, leadership, etc. For example: Increase my leadership skills by attending every session of FY22 OCCC Resilient Leadership.

**“Stretch”:** Challenging goals that develop your career and stretch your skills. For example: Develop a monthly Poetry night and volunteer to lead its marketing and coordinating efforts by Winter Break.

## SMART Goal Template

\_\_\_\_\_ & \_\_\_\_\_

**What you will accomplish**

**When you will accomplish it by**

### Activity: Writing SMART Goals

Write 2 SMART goals (one for teaching and one for service) you could accomplish in the next year. If you are a chair, write 1 additional leadership SMART goal.

**Tips:** Read the [competencies](#) and write a goal around a bullet point. Start with a general goal statement, then make it more specific and measurable in revision.

Type of Goal	General Goal Statement	Revised Goal Statement (SMART)
Teaching		
Service		
Leadership (for Chairs)		

**Extension:** Connect your goal to your departmental goals/[OCCC strategic plan](#).

Type of Goal	Revised Goal Statement	Departmental Goal/OCCC Goal
Teaching		
Service		
Leadership (for Chairs)		

### Tips for Supervisors Facilitating Goal Writing:

- Send this SMART goal document to your employees
- Ask employees to come to the initial planning conference (due Nov. 12) with some goals in mind then solidify them together, or
- Host a department meeting with the explicit purpose of goal writing together then in your initial planning conference with each employee, solidify them together
- Collaboratively write the goals in your first meeting together