

Prep for the Faculty Mid-Year Review Conversations



Direction for use: Supervisors of Faculty should use this handout to prepare for the Mid-Year Review with their Faculty employees. They may also use it during the Mid-Year Review Meeting to help guide the conversation.

Context: The Mid-Year Review is an opportunity for Supervisors and Faculty to meet, discuss progress in performance, and review or revise their individual goals. As a supervisor, you want to engage in proactive discussion and support around Core Competencies in teaching and service and SMART Goals.

- **Competencies:**

- Ask:
 - “Do you have any questions about expectations in the competencies of teaching and service?” (If the faculty is a chair, also ask about leadership competencies).
 - “Do you have any areas that you find more challenging and want support around?”
- Give feedback in the competencies:
 - **For example:** “I really appreciate the way that you create a welcoming environment in your classroom where students feel comfortable to engage and ask questions.”
- Ask about support:
 - **For example:** “In what ways can I support your teaching or service practice?”

Reminder: disciplinary actions are handled outside of the performance appraisal process.

To prepare for discussing competencies: for each Faculty, complete the following table by reviewing the [evaluation considerations](#):

Employee Name: _____

Positive feedback regarding areas of the competencies (with examples):

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Areas where you can provide support:

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- **SMART Goals:**

- **Review** Faculty goals from the initial plan (both of you should have received a copy of these in the body of the reminder e-mail from appraisal_no-reply@occc.edu. You can search your Outlook for emails from that address. Please email HRtraining@occc.edu if you can't find the goals).
- **Ask** for progress updates for each goal
 - **For example:** For each goal, you can ask:
 - “What progress have you made toward this goal?”
 - “Have you experienced any challenges in your goal progression?”
- **Ask** if they need to revise any of the goals
 - **For example:** “It sounds like you may need to revise goal #1 based off our conversation about roadblocks and resources. What do you think about changing it?”
- **Help** them revise the goal by changing the scope, the deadline, or the focus, if needed. Even if they came prepared with revision, make sure you agree with it.
 - Look over revised version and add feedback if needed
 - **For example:** “It looks like you may need to change the timeline on this goal to make it more attainable. Let's go ahead and do that.”
- **Ask** how you can support the employee's attainment of goals.
 - **For example:** “What do you need from me in order to help you reach these goals?”