Guidelines for Writing Targeted Outcomes for Academic Year 2015-2016

- Targeted Outcomes (TOs) should be a collaborative effort between faculty and their evaluator; faculty should have a thorough discussion with their evaluator to establish meaningful TOs as each person is different and will have different levels of expectations based on expertise and skills
- Need to write criteria for Satisfactory, Very Good, and Outstanding for each TO
- Do not need to write criteria for Marginal or Unacceptable; it is understood that
  - Marginal means “Partially meets targeted outcome; does not fulfill expectation of quality and/or quantity of performance although achievement was possible.”
  - Unacceptable means “Does not meet the expectations of the targeted outcome although achievement was possible.”
- The mid-year evaluation is required to assess progress on TOs
- Regular meetings with your evaluator throughout the year are encouraged as needed to assess progress on TOs
- Changing TOs throughout the year is acceptable; you cannot delete a goal but you can change the weighting of a TO, even to 0% if circumstances outside of your control have occurred and your evaluator is in agreement
- Your evaluator must be in agreement with all changes in your TOs during the year
- Workload effort does not have to equal weighting of targeted outcomes
- TOs related to teaching should focus on methods for improving teaching effectiveness based on course feedback or should focus on methods for maintaining above average scores if applicable
- Your TOs should be in alignment with your career development plan and should support the division, department, college and university strategic goals or initiatives
- A level of trust between faculty and evaluators needs to be recognized to allow both flexibility and constructive feedback in establishing TOs and when modifying TOs during the academic year