

Departmental Goal Setting Guidelines

- Does not have to be a new goal – begin with the end in mind: *What will the Division's Annual Report Include from My Area?*
- Goals should be reported in alignment with our key strategic areas of practice (i.e. state the strategic area and then identify the goal):
 - A commitment to student success
 - A commitment to student learning
 - A commitment to assessment and accountability
 - A commitment to civic and community engagement
 - A commitment to global understanding and engagement
 - A commitment to partnerships
 - A commitment to lifelong learning
 - A commitment to efficiencies and technology
- All strategic areas do not have to be covered for every department.
- Make sure there is a good balance between innovation and on-going projects.
- Less is more – try to have 5-8 goals that will stand out as this year's accomplishments.
- Please make sure when you set your goals you ask yourself these questions:
 - Are they clear? Can anyone read the goal statement and know exactly what is going to be produced?
 - Are they measurable? Has a benchmark been set? Are they achievable by next May?
 - Will they advance our work? Is each goal aligned with the correct key area of strategic practice – and only one area?
 - Are they practical? Is each goal written in such a manner that it will be easy to document for the unclassified employee evaluation process? Easily contribute to the annual report?