Faculty Annual Review Process - Goal Setting Guide

Timeline

**January 1** – Faculty have proposed goals for primary assignment and professional activities for the coming year and submitted to immediate supervisor and discussed

**January 15** – Supervisors have discussed goals with Department Head or AD

**January 25** – Supervisors have provided feedback on the goals, discussed and finalized

**January 31** - Faculty have updated goals in Faculty information system

Format

Faculty members should consider as appropriate to their position: The University Libraries Strategic Initiatives, AP&T criteria, and the prior year annual review when compiling a list of at least three to five proposed goals relevant to their primary assignment and professional activities. In addition to goals, share:

- Research agenda for the review period including plans for seeking research support
- Plans for service (example: external committee work)
- Personal developmental goals
- Travel Interests that may be known or anticipated

Goals should be **S.M.A.R.T.**

- **Specific** – focus on specific results that are easily identified when they are achieved and when they are not
- **Measurable** – include times, quality, quantity oriented • Action-Oriented – make it challenging
- **Realistic** – assure that it’s attainable and relevant
- **Time-Bound** – provide deadline or timeline

Goal: **<state a goal which is Specific, Measurable, Action-Oriented, Realistic, and Time-Bound.>**

- <list action steps that you will take to get this goal done>
- <list resources or support needed to accomplish goal>
- <list desired outcome> SP Connection: <say how this goal advances the Libraries’ Strategic Plan>

Goal: **Increase my understanding of constituent research needs.**

- Create a survey and hold three follow-up focus groups for graduate students in <subject> by the end of spring semester.
- Utilize assistance from the Libraries Assessment Coordinator as needed.
- Outcome: increased client satisfaction with service reflected on next LibQUAL survey.
Planning Resources

**University Libraries Vision**
The Ohio State University Libraries aspires to be the leading library advancing the educational, research, and engagement missions of a national flagship public university.

**University Libraries Values – “the how”**
University Libraries’ faculty and staff live these values in all that we do:

- **DISCOVERY** - We embrace curiosity, experimentation, and learning.
- **CONNECTION** - We share our knowledge and expertise, embrace differing perspectives, and build enduring relationships.
- **EQUITY** - We advance diversity, inclusivity, access, and social justice.
- **INTEGRITY** - We practice openness, accountability, and respect.
- **STEWARDSHIP** - We leverage the resources entrusted to us for maximum impact.

**University Libraries Mission**
The University Libraries promotes innovative research and creative expression, advances effective teaching, curates and preserves information essential for scholarship and learning at Ohio State, and shares knowledge and culture with the people of Ohio, the nation, and the world.

**University Libraries Strategic Direction – “the what”**

- **Equip Students for lifelong success** - Enable equitable learning experiences through transformative teaching, services, content, and employment
- **Empower knowledge creators** - Advance innovative research by fostering, sharing, and preserving knowledge and scholarship
- **Engage for broader impact** - Pursue partnerships aligned with university priorities to promote a more engaged and better informed citizenry
- **Enrich the user experience** - Center the user experience in planning, service development, and decision making
- **Invest in people** - Support, develop, and leverage the full potential of faculty, staff, and student employees
- **Model excellence** - Model excellence effectiveness in fulfilling strategic intent

Ohio State’s Strategic Plan

**TIME AND CHANGE**
Enable, Empower and Inspire

What Ohio State does matters. And how we do it matters. When we are at our best, we make a real difference to people. Our size, breadth, geography, history and standard of excellence position us to drive the future of higher education.

Our strategic plan is a living framework that allows for flexibility moving forward. What is not flexible is our aspiration to be the best university we can be. We owe it to our students, our faculty, our staff and to our community. We owe it to ourselves. And, because we are Ohio State, we owe it to the nation.

1. **Teaching and Learning**: Ohio State will be an exemplar of the best teaching, demonstrating leadership by adopting innovative, at-scale approaches to teaching and learning to improve student outcomes.
2. **Access, Affordability and Excellence**: Ohio State will further our position as a leading public university offering an excellent, affordable education and promoting economic diversity.
3. **Research and Creative Expression**: Ohio State will enhance our position among the top national and international public universities in research and creative expression, both across the institution and in targeted fields -- driving significant advances for critical societal challenges.
4. **Academic Healthcare**: The Ohio State University Wexner Medical Center will continue our ascent as a leading academic medical center, pioneering breakthrough health care solutions and improving people’s lives.
5. **Operational Excellence and Resources Stewardship**: Ohio State will be an exemplar of best practices in resource stewardship, operational effectiveness, and efficiency and innovation.

Other Resources:

- https://library.osu.edu/document-registry?home_view=list&q%5Bcategories_id_eq_any%5D=27
- https://president.osu.edu/strategicplan