Appendix D
Personal Improvement Plan Form

Full Name: ___________________________  Division: ___________________________
Rank: ___________________________  Academic Year: ___________________________
Date Form Submitted: ___________________________  Associate Dean/Desigee: ___________________________

Part A: Performance Improvement Plan Elements (to be filed with Human Resources when developed)

1. Identification of the area(s) requiring improvement:
   - [ ] Teaching Effectiveness:
   - [ ] Professional Development:
   - [ ] Leadership:
   - [ ] Service to Delta College:
   - [ ] Collegiality and Collaboration:

2. Please describe in detail the area(s) needing improvement, and the goals established by the Faculty member and Associate Dean/designee to address the area(s) needing improvement. Outline a development plan to support the faculty member in achieving those goals:

3. Establish a timeline for meeting each goal:

4. Describe how the Associate Dean/designee will evaluate the completion of the performance improvement plan goal(s) at the end of the timeline:

Associate Dean/designee comments:

I have met with the faculty member and explained the performance improvement plan.

Associate Dean/Desigee Signature: ___________________________  Date: ___________________________
Faculty Member’s comments:

I have met with the Associate Dean/designee and understand the performance improvement plan.

Faculty Member Signature:  Date: