



**Faculty Merit Achievement Plan (MAP)  
Academic Year 2006-2007**

**Name:**  
**Rank:**  
**Division:**  
**Chairperson:**

*Detailed explanations of the below categories are provided in the Full-Time Faculty Handbook.*

**A. End of Year Brief Narrative Summary of Activities if Requested by Division Area**

**B. Teaching Responsibilities (Complete at end of year. Also include any units for release time.)**

FALL				SPRING			
Course	Credits	Units	L/S*	Course	Credits	Units	L/S*

\*L = Load S = Supplemental

**C. College Responsibilities**

**D. Instructional Improvement**

**Professional Development** (including a minimum of two diversity events)

**Program Development (if any)**

**E. Learning Improvement Project** (Attach additional pages and sample materials as appropriate. Use one page per project.)

**Purpose of the Activity**

**Activity Steps**

**Feedback Method (required on at least one project)**

**Summary and Recommendation**

**F. Other Projects**

**G. Activities Related to Promotion (if any) (Briefly describe activities for this year.)**

**H. Activities Related to Outcomes Assessment (if any) (Briefly describe activities for this year.)**

## CHAIRPERSON'S INTERIM (MID-YEAR) ASSESSMENT

(Check one and add comments/signatures)

<input type="checkbox"/>	1. Progress on the plan is satisfactory at this time.
<input type="checkbox"/>	2. Progress on the plan is behind schedule at this time. The following are areas of concern which must be addressed to be eligible for a final satisfactory evaluation.
<input type="checkbox"/>	3. Progress on the plan is not acceptable at this time. Current effort may result in a:  <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
<input type="checkbox"/>	Attached are areas of concern. These must be addressed in a written improvement plan which the faculty member must submit by February 15.

Comments

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Date

**CHAIRPERSON'S EVALUATION** (year end – check one)

- Unsatisfactory       Needs Improvement       Acceptable       Excellent       Outstanding

**Chairperson's Comments**

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Faculty Signature Date

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Chairperson's Signature Date

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Vice President of Academic Affairs'- Signature Date

<b>MAPs Appendix – Record of Core Competency Completion for First Year Probationary Faculty</b>
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**Required Training**

All Howard Community College employees have been asked to complete training modules to improve organizational effectiveness and communication, and to enhance campus safety. These are available online for your convenience.

**First Day (or before)**

- Access and Responsibility Training
- HCC's Emergency Operations Plan Training
- Safety Regulations: General Safety

**First Week:**

- College Vision, Mission, Values/Beliefs, and Strategic Initiatives
- Sexual Harassment Avoidance Awareness Training
- Voice Mail
- E-mail
- Web Skills: Navigating HCC's website (This training will include HCC Express registration instruction. Training to be completed the first day can be registered for after achieving this competency).

**First 3 Months:**

- Baldrige Approach to Process Improvement
- Inclusionary Management
- HCC Operating System

**First Year:**

- Student and Stakeholder Focus
- Time Management / Organizational Skills
- Safety Regulations: Ergonomics
- Stress Management
- Work Styles