

## ***Administrative and Professional Faculty*** **PERFORMANCE IMPROVEMENT PLAN (PIP)**

*If the college elects to reappoint an administrative or professional faculty member who receives a summary rating of "Does Not Meet Expectations," the supervisor will develop and document a Performance Improvement Plan. Progress toward satisfactory completion of the PIP will be reviewed within six months of its establishment. Interim reviews may be conducted more frequently in accordance with the terms of the PIP. Failure to comply with the provisions of the PIP may result in dismissal of the faculty member. (VCCS Policy: 3.6.1.7.c.ii.)*

|  |                    |   |              |
|--|--------------------|---|--------------|
| <b>Name of Faculty Member:</b>   | <b>Position #:</b> | <b>Title:</b>   | <b>Date:</b> |
| <b>Faculty Designation (select all that apply):</b><br><input type="checkbox"/> First Year <input type="checkbox"/> Administrative <input type="checkbox"/> Professional |                    | <b>Faculty Rank:</b>  |              |
| <b>Status:</b><br><input type="checkbox"/> One-year appointment <input type="checkbox"/> Multi-year appointment  |                    | <b>Evaluation Period:</b><br>_____ to _____<br>(Date of last evaluation/Review) (Date of this PIP Review) |              |

**Instructions:** This form is used by supervisors to establish, monitor, and track actions to be taken by the faculty member to improve performance. It is also used by the supervisor to assess progress at least once in a six-month period. Only select the specific Performance Domains and/or Annual Objectives that reflect the areas of the Performance Evaluation in need of improvement, as not all areas will be required to be completed as a part of the PIP. Be sure to complete the "Review" sections of the form as a part of the scheduled progress review.

### **Performance Domains required in PIP**

|   | PIP Required             | Target Completion Date | PIP Review   |  |
|---|--------------------------|------------------------|--|--|
| <b>I. Core Responsibilities</b><br><small>(VCCS Policy: 3.6.1.4.a.ii)</small> | <input type="checkbox"/> |                        | <input type="checkbox"/><br><b>Meets Expectation</b> | <input type="checkbox"/><br><b>Does Not Meet Expectation</b> |
| <b>PIP actions required in the Core Responsibilities Domain:</b>              |                          |                        |  |  |
| <b>PIP Review Narrative for Core Responsibilities Domain:</b>                 |                          |                        |  |  |

|   | PIP Required             | Target Completion Date | PIP Review   |  |
|---|--------------------------|------------------------|--|--|
| <b>II. Non-Routine &amp; Strategic Responsibilities</b><br><small>(VCCS Policy: 3.6.1.4.a.ii)</small> | <input type="checkbox"/> |                        | <input type="checkbox"/><br><b>Meets Expectation</b> | <input type="checkbox"/><br><b>Does Not Meet Expectation</b> |
| <b>PIP actions required in the Non-Routine &amp; Strategic Responsibilities Domain:</b>               |                          |                        |  |  |
| <b>PIP Review Narrative for Non-Routine &amp; Strategic Responsibilities Domain:</b>                  |                          |                        |  |  |

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|   | PIP Required             | Target Completion Date | PIP Review                                    |   |
|---|--------------------------|------------------------|---|---|
| III. College and Community Service (VCCS Policy: 3.6.1.4.ii)      | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets Expectation | <input type="checkbox"/><br>Does Not Meet Expectation |
| PIP actions required in the College and Community Service Domain: |                          |                        |   |   |
| PIP Review Narrative for College and Community Service Domain:    |                          |                        |   |   |

|   | PIP Required             | Target Completion Date | PIP Review                                    |   |
|---|--------------------------|------------------------|---|---|
| IV. Professional Development & Growth (VCCS Policy: 3.6.1.4.a.ii)     | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets Expectation | <input type="checkbox"/><br>Does Not Meet Expectation |
| PIP actions required in the Professional Development & Growth Domain: |                          |                        |   |   |
| PIP Review Narrative for Professional Development & Growth Domain:    |                          |                        |   |   |

|  | PIP Required             | Target Completion Date | PIP Review                                    |   |
|--|--------------------------|------------------------|---|---|
| V. Management Effectiveness (if required) (VCCS Policy: 3.6.1.4.a.iii) | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets Expectation | <input type="checkbox"/><br>Does Not Meet Expectation |
| PIP actions required in the Management Effectiveness Domain:           |                          |                        |   |   |
| PIP Review Narrative for Management Effectiveness Domain:              |                          |                        |   |   |

|   | PIP Required             | Target Completion Date | PIP Review                                    |   |
|---|--------------------------|------------------------|---|---|
| V. Additional Performance Domains (VCCS Policy: 3.6.1.4.a.iv) | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets Expectation | <input type="checkbox"/><br>Does Not Meet Expectation |
| PIP actions required in the Additional Performance Domains:   |                          |                        |   |   |
| PIP Review Narrative for Additional Performance Domains:      |                          |                        |   |   |

|  |
|--|
| <b>Other Comments or Notes (for Performance Domain section):</b> |
|--|

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| Annual Objectives required in PIP         |                          |                        |  |  |
|---|--------------------------|------------------------|--|--|
|   | PIP Required             | Target Completion Date | PIP Review                                       |  |
| I. Objective #1 (VCCS Policy: 3.6.1.4.b): | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets<br>Expectation | <input type="checkbox"/><br>Does Not Meet<br>Expectation |
| PIP actions required in Objective #1:     |                          |                        |  |  |
| PIP Review Narrative for Objective #1:    |                          |                        |  |  |

|  | PIP Required             | Target Completion Date | PIP Review                                       |  |
|--|--------------------------|------------------------|--|--|
| II. Objective #2 (VCCS Policy: 3.6.1.4.b): | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets<br>Expectation | <input type="checkbox"/><br>Does Not Meet<br>Expectation |
| PIP actions required in Objective #2:      |                          |                        |  |  |
| PIP Review Narrative for Objective #2:     |                          |                        |  |  |

|   | PIP Required             | Target Completion Date | PIP Review                                       |  |
|---|--------------------------|------------------------|--|--|
| III. Objective #3 (VCCS Policy: 3.6.1.4.b): | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets<br>Expectation | <input type="checkbox"/><br>Does Not Meet<br>Expectation |
| PIP actions required in Objective #3:       |                          |                        |  |  |
| PIP Review Narrative for Objective #3:      |                          |                        |  |  |

|  | PIP Required             | Target Completion Date | PIP Review                                       |  |
|--|--------------------------|------------------------|--|--|
| IV. Objective #4 (VCCS Policy: 3.6.1.4.b): | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets<br>Expectation | <input type="checkbox"/><br>Does Not Meet<br>Expectation |
| PIP actions required in Objective #4:      |                          |                        |  |  |
| PIP Review Narrative for Objective #4:     |                          |                        |  |  |

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|  | PIP Required             | Target Completion Date | PIP Review                                       |  |
|--|--------------------------|------------------------|--|--|
| V. Objective #5 (VCCS Policy: 3.6.1.4.b) | <input type="checkbox"/> |                        | <input type="checkbox"/><br>Meets<br>Expectation | <input type="checkbox"/><br>Does Not Meet<br>Expectation |
| PIP actions required in Objective #5:    |                          |                        |  |  |
| PIP Review Narrative for Objective #5:   |                          |                        |  |  |

**Other Comments or Notes** (for Annual Objectives section):

| Signature indicates all parties have discussed this Performance Improvement Plan |      |                      |      |
|--|------|----------------------|------|
|  |      |                      |      |
| Employee Signature   | Date | Supervisor Signature | Date |

| Signature indicates all parties have discussed this Performance Improvement Plan Review |      |                      |      |
|---|------|----------------------|------|
|   |      |                      |      |
| Employee Signature  | Date | Supervisor Signature | Date |

Original: HR personnel file  
Copies: Immediate supervisor and faculty member