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**Faculty and Department Head Annual “Leading Creative Experts”**

**Professional Development Conversation**

**\*Faculty Preparation Prompts\***

***A part of the Initiative to Transform Annual Review Conversations to***

***Foster Innovation and Equity among Creative, Expert Faculty***

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Please do not use or adapt without acknowledgement.

Please check in with us to learn more about best practices and department head training that

undergird this approach.

Faculty and Department Head “Leading Creative Expert”

Professional Development Conversation

Faculty Preparation Prompts

Annual faculty reviews provide an invaluable yet often untapped opportunity to help springboard and foster faculty’s short- and long-term professional development. As part of WPI’s ADVANCE grant, we developed a new model for annual faculty reviews.

*The goal? To transform these conversations*

*from a purely evaluative to a professional development model.*

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New Proposed Conversation Model

The new model involves four key facets:

Facet 1: **Reflect and situate**(Faculty and DH prepare individually, prior to meeting)

Facet 2: **Inquire and Validate** (together, in conversation)

Facet 3: **Co-create Possibilities within constraints**(together, in conversation)

Facet 4: **Commit and Follow Up** (Faculty and DH, during and after conversation)

Facet 1: Reflect prior to your Annual Development Conversation

To prepare for your conversation, we suggest that faculty reflect on the following prompts (see next page). These prompts will also help guide your annual professional development conversation.

*Prompt 1: Reflecting on the Past Year...Pride, Passion and Belonging*

* Reflecting on the past year, what three things are you most proud of in your work?   Why is this kind of work important to you? Why is this kind of work important to the department or your institution?

*Prompt 2: Looking forward: Dream Projects…*

* If resources were not an issue, what 1 or 2 goals/projects would you love to set in motion/advance professionally? *Why those goals/projects?*  What do you see as the unique opportunity—for yourself and the field? For your department and your institution?
* What initial steps could you take towards achieving those dream projects?  What resources might you need?  How might your department or your institution help catalyze your efforts?

*Prompt 3: Prioritizing Across Opportunities*

* What is your current portfolio of activities (teaching, research, service)?
* What strengths and opportunities for improvement do you see in your portfolio of activities?
* What do you see your role as in the department? In what ways do you support students, colleagues, or your institution that does not show up in the annual report (your hidden work)?
* What trade-offs are you wrestling with as you work toward achieving your goals? Why?
* How might you prioritize across your activities given your goals?
* What specific COVID-related challenges are you experiencing? What would be of help to you?
* What will make you feel valued? What type of recognition means the most to you? What will most help you achieve your goals?

Possible COVID-related support ideas to spur your thinking

**Harness virtual networking**

* Help with virtual networking—Connect to offer virtual seminars for greater strategic visibility - take advantage of no travel.
* Provide stipends for virtual conference participation

**Foster a culture of Humanity**

* Help especially Junior faculty make meaningful connections.
* Foster cultural shift toward wellness, not just "get your stuff done"
* Culture shift away from meetings—Harness technology to share information differently.

**Provide expertise, research, and admin support**

* Support for undergrad researchers in summer
* TA lines to support graduate assistants
* Developmental and technical writers to help turn work into publications/grants
* Copy editors
* Shared administrative support

**Provide time-related support**

* Relief from teaching activities
* Targeted and expert child education support (e.g., support for ADHD children)
* Relief from service committee work
* Uninterrupted blocks for creative work/scholarship
	+ Creative Scholarship Fridays
	+ Extended writing retreats