

ANNUAL PLAN OF WORK

Purpose: Outline major activities, new initiatives, and programs for the coming fiscal year, and to jointly discuss priorities and goals with department heads or resident directors.

The following outline indicates key activities to consider, with flexibility for individual use:

1. **Teaching and Student Service:** Summarize plans for course and laboratory responsibilities, revision or improvement, graduate students (as advisory or member of graduate committees), student counseling or other advisory activities. May include comments on teaching enhancement, distance learning, or new instructional technology.
2. **Research:** Summarize plans on research project activities (may include short and long-term objectives, experiments, and related activities for the coming year), list manuscripts, papers and abstracts to be prepared during the year (preferably with a preliminary title and/or journal or meeting), outline plans for grant proposals, project revisions, plant material release, patent applications, or other activities as relevant to your work; target dates may be appropriate to include.
3. **Other:** Summarize plans (as applicable) for continuing education, outreach (joint activities with Extension), international and/or consultations or other professional activities proposed for the coming year.
4. **Resources:** Associated with teaching and research programs (may combine or use separate table for each project or activity).

	Grants & Contracts	Other (Specify)	Total
Appropriated			
Salaries			
Wages			
Grad. Assistants			
Other Expenses			
Capital Outlay			
Unit Overhead Expense			
TOTAL			

5. **Comments:**

Faculty comments may be included directly in the annual plan of work or may be signed or initialed by both participants and attached separately, including factors which may impact ability to achieve goals.

Unit head comments reflecting on the potentials and goals and indicate if this plan of work was reviewed and discussed in a personal conference.

Faculty Member

Unit Head