

Academic Department Periodic Review Implementation Plan Template



Recommendation or Goal	Source [Drop-down List]*	Strategies (Actions)	Target Completion Date	Lead Person/ Committee	Assessment Methods / Milestones	Accomplish with Existing Resources?	Additional Resources Required (If applicable)
<i>Example: Increase success rate of junior faculty in earning promotion and tenure</i>	R	1. Establish formal mentoring program 2. Revise, clarify P&T guidelines	FA20 SP20	Dept. Chair and Tenured Faculty	<ul style="list-style-type: none"> Complete, communicate mentoring program guidelines P&T success rates Annual evaluation form completed by mentors/mentees Complete, communicate updated P&T guidelines 	Y Y Y	None
Goals: Phase 1: Strengthen Department Infrastructure:							
1. Strengthen Department Leadership	E, D, R	1.Name Interim Chair 2.Develop Vice-Chair for Practice & Education Integration position 3. Identify ways to increase leadership role of Department Manager	FA 22 FA 22 SP23	Interim Dean & Tenured Faculty Interim Dean and Interim Chair Interim Chair, Vice Chair, and Departmental Manager	<ol style="list-style-type: none"> Signed Interim Chair agreement Develop Vice-Chair Job Description Identify candidate Signed Vice-Chair agreement Create departmental organizational chart outlining departmental manager duties 	Y Y Y Y	
2. Ensure Transparent Distribution of Departmental DOE	D, E, R	1.Revamp methodology for DOE to include scaffolding of research commitments, core course teaching	FA 22	Interim Chair, Vice Chair, and Department Manager	<ol style="list-style-type: none"> Draft HBS policy/procedure Seek tenured faculty input Assess available faculty hours for teaching against 	Y Y Y	

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		<p>assignments, service commitments</p> <p>2. Implement guidelines for the assignment of unfunded research time with productivity expectations</p>			<p>departmental teaching needs and funded research commitments</p> <p>4. Identify a process of assigning unfunded research time</p> <p>5. Hire regular title series faculty</p>	<p>Y</p> <p>N</p>	
3.Communication	D, E, R	<p>1.Create faculty meeting schedule and agenda</p> <p>2. Create a calendar for regularly scheduling CPH support areas (e.g. research support, MarCom etc) to attend HBS faculty meetings</p> <p>3. Identify a faculty member as a liaison to MarCom</p>	<p>FA22</p> <p>FA22</p> <p>SP23</p>	<p>Interim Chair</p> <p>Interim Chair/Vice Chair</p> <p>Interim Chair</p>	<p>1. Seek faculty input for meeting time which allows for the greatest faculty participation</p> <p>2. Work with HBS faculty to identify most effective and efficient use of time with CPH support areas for two-way communication and problem-solving</p> <p>3. Feature articles on HBS faculty work, student activities, and interaction with practice</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
4.Departmental Support	D	<p>1.Inform faculty of the support available from the Department Manager</p> <p>2. Hire AA to support department faculty and Department Manager</p>	<p>FA22</p> <p>SP23</p>	<p>Interim Chair</p> <p>Interim Chair and Department Manager</p>	<p>1. Incorporate standing agenda item to faculty meetings for Department Manager to share ongoing activities</p> <p>2. Circulate department manager job description among faculty</p> <p>3. Create hiring committee for AA position</p> <p>4. Hire and orient new AA</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>N</p>	

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5.Department Morale	E, R	1. Identify an activity for HBS faculty to do together to support public health practice community and/or students	FA22	Interim Chair/Vice Chair	<ol style="list-style-type: none"> 1. Seek faculty input and support of an activity to support practice and/or students 2. Schedule activity 3. Obtain supplies for activity 4. Complete activity 	Y	
Goals: Phase 2							
Strategic Planning							
1. Identify Departmental focus through alignment with National Public Health Modeling	D, E	1. Identify model that best captures the mission of HBS (SDOH etc)	SP23	Interim Chair/Vice Chair	<ol style="list-style-type: none"> 1. Crosswalk current HBS research and teaching with a minimum of three models 2. Use model to enhance the identity of HBS as member of a land grant university with high quality research and teaching that supports PH in our state. 	Y	
3. Increase experiential/practice-based activities for students	D, E	1. Include experiential/practice-based activities in each HBS course	SP23	Vice Chair	<ol style="list-style-type: none"> 1. Create an inventory of experiential/practice-based activities currently in HBS courses 2. Interview teaching faculty for ideas of additional experiential/practice-based activities that could increase student learning and engagement in classes 	Y	
4. Assess potential for increasing HBS online course offerings	D	1. Engage faculty in discussion regarding options and interest	FA23	Interim Chair/Vice Chair	<ol style="list-style-type: none"> 1. Create an online education document with an overview of current and planned options 	Y	

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5. Create infrastructure to support faculty research efforts and facilitate collaborations within HBS and across UK	D, R	<ol style="list-style-type: none"> 1. Identify departmental faculty to facilitate efforts 2. Gauge interest and needs of faculty 3. Plan research efforts 	SP23	Interim Chair	<ol style="list-style-type: none"> 1. Create report of research interests and needs 2. Interim chair advocates for faculty at research-related events/meetings 3. Pilot test research activities (for example, grant reviews) 	<p>Y</p> <p>Y</p> <p>Y</p>	
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*Drop-down list includes: D=Department/program faculty recommendation; C=College recommendation; R=Review committee recommendation; U=University recommendation; E=External recommendation from state or accreditation body

Department Chair/Unit Head Signature: _____  _____

Date: _____ 10.18.22 _____

Dean/Unit Head Supervisor Signature: _____  _____

Date: _____ 10/18/22 _____