

# EXHIBIT D.5 – FORM FT-4, PERFORMANCE IMPROVEMENT PLAN



## Form FT-4 Performance Improvement Plan Full-Time Faculty

Faculty Name:	Date:
Prepared by:	

If the Evaluation Summary Form (FT-1) contains a rating of unsatisfactory or needs improvement in any of the three criteria, the Chair will develop a Performance Improvement Plan (PIP) and present it to the Unit Member. The recommendations in the PIP shall be specific, identify measurable actions required of the evaluatee, and include a reasonable timeline to meet concerns (Article sections 6.5.4.10 and 6.6.4.2.8).

The purpose of a Performance Improvement Plan (PIP) is to identify significant areas of concern and gaps in work performance, reiterate the District's expectations, and provide guidance on how to demonstrate improvement. Improvement is required to be documented in the areas listed below by the end of the PIP.

### AREAS OF CONCERN

### IMPROVEMENT PLAN ACTION / GOALS

Goal #	Action/Goal Description	Improvement Actions/Activities	Assessment

### TRAINING, RESOURCES, AND OTHER ASSISTANCE

## TIMELINE FOR IMPROVEMENT

Progress Check-In Date(s):	
Final Deadline:	

## CONSEQUENCES AND EXPECTATIONS

--

## FOLLOW UP PROGRESS AND ASSESSMENT EVALUATION

Meeting Date	Meeting Outcome/Next Steps

---

---

## SIGNATURES

Employee's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**I have had the opportunity to read this Professional Improvement Plan and discuss it with my supervisor.**

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_