

Section 1
Non-Instructional Individual Plan (N.I.I.P)

Faculty Name:

Non-Instructional Program/ Department:Academic Advisement Enrollment Coordinator

Rank:Instructor

The items listed under the elements should reflect core responsibilities unique to both the faculty member's specific job and to the department plan. Job responsibilities for non-instructional positions are outlined in Appendix A, Job Specifications, of the Agreement.

Non-Instructional Responsibilities:

Element:

A. Content Expertise: No plan necessary

Element:

B. Direct Services

(not less than 10% in this area in 5% increments)

2.1 Providing direct service to enhance student success

2.2 Grading, returning, and submitting papers in a timely manner (work experience coordinators)

2.3 Maintaining appropriate supplies, equipment, materials, and tools for program purposes

+ Provide direct services to stakeholders as identified in the work responsibilities (as stated in Agreement)

Plan:

Element:

C. Program Design/Delivery and Management:

(not less than 30% in this area in 5% increments)

Design/Delivery

3.1 Developing new program services and activities

3.2 Designing effective program tools

3.3 Evaluating program outcomes

3.4 Selecting resources

3.5 Involvement in institutional assessment

Management

3.6 Managing activities for program purposes

+ Manage and maintain existing program services and activities to ensure they reflect current practices and use of appropriate resources

+ Collaborates with internal and external stakeholders to address program development.

Plan: