Faculty Member’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Reports for PIPs and Sabbaticals: Sign Off Sheet[[1]](#footnote-1)**

*Rather than an “approval” signature sheet like the one for PIPs, this signature sheet is to “close the loop” and ensure that all interested parties see the final report.* ***Do not sign below--please send to*** ***kleaders@cocc.edu*** ***in VPAA office first and all signatures will be collected electronically. The faculty member should also send an electronic copy of the final report to the Chair of PIRT & PIRT Specialist (******kkruger@cocc.edu******) for filing.***

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DE Signature and Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean Signature and Date |
| Date stamp from VPAA’s Office |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date stamp from Human Resources  |

DRAFT TEMPLATE

Final Report – Professional Improvement Plan

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cycle

September \_\_\_\_\_\_\_-August \_\_\_\_\_\_\_\_\_\_

Name, Title, Rank

Department

PIRT’s Final Report Advice

* Keep it simple.
* Consider re-using your ara pip progress tracking in your final report
* Use your final report as a tool to help write your next pip. For example:
	+ Did your final report show that your last pip was too ambitious? Maybe you want to scale back the next one (or vice versa)
	+ Were there goals left unfinished that you’d like to continue?
	+ Are there goals you would like to expand or deepen in your next pip cycle?

**Abstract**

A brief summary of the themes/focus and goals of the PIP (could copy from your PIP

**Final Report**

**Goal 1.**

Status: (example: complete/ongoing)

|  |  |
| --- | --- |
| **Activity** | **Status**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Evaluation/Reflection:**

**Goal II:**

Status:

|  |  |
| --- | --- |
| **Activity** | **Status**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Evaluation/Reflection:**

**Goal III:**

Status:

|  |  |
| --- | --- |
| **Activity** | **Status** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Evaluation/Reflection:**

**Conclusions**:

1. 2022 [↑](#footnote-ref-1)