



**Form PT-4
Performance Improvement Plan
Part-Time Faculty**

Faculty Name:	Date:
Prepared by:	

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):	
Professional Improvement Deadline:	

CONSEQUENCES AND EXPECTATIONS

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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: _____