

UK@Work Action Plan Template

Survey Item/Theme	Action We Are Taking/Proposed Solutions	Person(s) Responsible	Timeframe or Target Date of Completion	What Success Looks Like
I am satisfied with my involvement in decisions that affect my work.	CAFE departments/units will be asked to work on this item at the unit level. Supervisors are encouraged to implement a process for collecting employee feedback toward impending unit decisions. The college uses internal surveys to gather employee feedback on college level decisions.	The Assistant Director of Planning and Assessment will collect feedback from department chairs and unit directors twice a year, and will deploy college surveys when appropriate. The compiled data will be submitted to the Provost Office biannually.	Departments/Units will be informed of this plan in January 2019. Departments/Units will report to the college by April 30, 2019. College will report to Provost Office by May 31, 2019.	All CAFE departments/units have a strategic process for collecting employee feedback concerning proposed changes. UK@Work survey results should improve over time for this item.
Sufficient effort is made to get the opinions and thinking of faculty/staff.	Determine precincts for CAFE Staff Council to ensure representation across job categories and locations.	Staff Council will be asked to determine appropriate precincts with support from CAFE Business Office, and report on council membership changes annually to the Assistant Director of Planning and Assessment for addition to the biannual Employee Engagement Report to the Provost Office.	Staff Council will begin working on this between January and March of 2019, and will report to the college by April 30, 2019. College will report to Provost Office by May 31, 2019.	Increased involvement in Staff Council across employee categories and working locations, including extension employees. UK@Work survey results should improve over time for this item.
My Department Chair/ Director/Dean/ Supervisor gives me regular feedback on my performance.	CAFE departments/units will be asked to work on this item at the unit level. Supervisors are encouraged to implement a process to ensure that all employees receive regular feedback (more frequently than the annual performance evaluation).	The Assistant Director of Planning and Assessment will collect feedback from department chairs and unit directors twice a year. The compiled data will be submitted to the Provost Office biannually.	Departments/Units will be informed of this plan in January 2019. Departments/Units will report to the college by April 30, 2019. College will report to Provost Office by May 31, 2019.	All CAFE departments/units have a strategic process for providing regular feedback to employees concerning job performance. UK@Work survey results should improve over time for this item.