

Entering Goal Accomplishments and Goals for Next Year

Teaching, Research, Outreach and Service

Add Goal(s) for next year (2019)

Enter your goals in the areas appropriate for your appointment. *Each goal area should only have ONE goal record per year* as you can enter two goals in one screen (Service Goal screen only allows one goal entry).

HINT for New Goal Entry

*Goals should be smart, and outcome/impact oriented. Goals do not normally change from year to year. If your goal statement stays the same from year to year, you can use the **Duplicate** feature to create your goal record for the next year. Do this before entering the current year's accomplishments, so there is no extra content to delete. See page 2.*

- 1) In the **Goals and Goal Accomplishments** summary screen, click on the **Add New Item** button.
- 2) Select the next report year (2019) for the **Calendar Year**.
- 3) Enter the **Goal Statement**.

The goal establishes focus for your work and allows for feedback from your unit head on your intended efforts and activities. Each goal should align with the IANR mission as well as College and Department goals. The goal should relate to your apportionment and workload for the upcoming year.
- 4) Optional: enter an **Objective(s)**, maximum of 2.

An objective is a specific and measurable short-term action step to achieve the goal.

To add a second objective, click on the Add button.

Select the number of objective rows to add: 1

+Add

- 5) Select the appropriate **IANR Strategic Focus Area Addressed**.
- 6) **Teaching & Research:** Answer the **Science Literacy emphasis** and **International Engagement emphasis** questions (Yes/No). Please see the [CASNR Science Literacy: Grow. Eat. Learn](#) site for information pertaining to what constitutes Science Literacy.
- 7) Ignore the Goal Accomplishments text box.
- 8) Ignore the IANR 2015 Strategic Plan/Theme Addressed field as it is *Used ONLY for Annual Reports 2015 & earlier*.
- 9) If you have a second goal, click on the Add button and repeat the steps above for the second goal statement.
- 10) Ignore the Other ____ Accomplishments field. (Teaching – also ignore the CASNR Calculated Teaching Load field.)

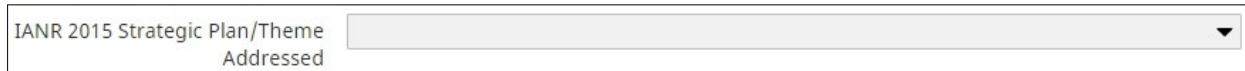
Select the number of goal rows to add: 1

+Add

- 11) When finished, click on the **Save** button.

Duplicate the current year goal record

- 1) In the *Goals and Goal Accomplishments* summary screen, select the current year goal record and click on the **Duplicate** button at the top, right of the screen.
- 2) A duplicate goal screen will open. Change the **Calendar Year** to the next report year.
- 3) Update the *Goal Statement(s)* and *Objective(s)*, as needed.
If needed, delete the content in the Goal Accomplishments and Other Accomplishments text boxes.
- 4) You may change the *IANR Strategic Focus Area*, *Science Literacy emphasis*, and *International Engagement emphasis* field selections as needed.
- 5) If there is a selection for the IANR 2015 Strategic Plan/Theme Addressed field change the selection to the “blank” selection.

A screenshot of a web form showing a dropdown menu. The text 'IANR 2015 Strategic Plan/Theme Addressed' is visible on the left side of the dropdown box. The dropdown arrow is on the right side, and the selected option is blank.

- 6) When finished, click on the **Save** button.

Enter Goal Accomplishments for 2018 goals

NOTE for new faculty without 2018 goal record

If you do not have a 2018 Goal record and want to report accomplishments in the *Goal* section, add a new goal record for the 2018 Calendar Year. You may add a goal statement and report to that or enter your accomplishments in the *Other___Accomplishments* field text box.

- 1) If a goal change was discussed with your unit head during the calendar year, you may update the *Goal Statement* and/or *Objective(s)*.
- 2) If needed, you may update the *IANR Strategic Focus Area*, *Science Literacy emphasis*, and *International Engagement emphasis* field selections. If you answer Yes for Science Literacy, please explain in the Accomplishments text box.
- 3) Enter your **Goal Accomplishments** associated with each goal (2500 characters limit, including spaces).
If the activity involves a team effort, please report on YOUR contributions and accomplishments. Please see the online help message for more details.
- 4) If there is a selection for the IANR 2015 Strategic Plan/Theme Addressed field change the selection to the “blank” selection (see sample screen capture above).
- 5) Enter **Other___Accomplishments**, as appropriate (limited to 2500 characters, including spaces). These are accomplishments not reported under your goal(s) listed above.
- 6) Enter your **CASNR Calculated Instructional FTE** and **CASNR Calculated Advising FTE** numbers as appropriate. These may be estimated using the Excel sheets titled “Instructional and Advising FTE Calculations” at casnr.unl.edu/teaching-casnr.
- 7) When finished, click on the **Save** button.