Instructions: Faculty Goal Revision

The purpose of this job aid is to assist faculty with revising or adding goals, if needed, outside of the appraisal process.

All goal revisions, deletions, or additions must be made through this process prior to completing the annual appraisal self-assessment.
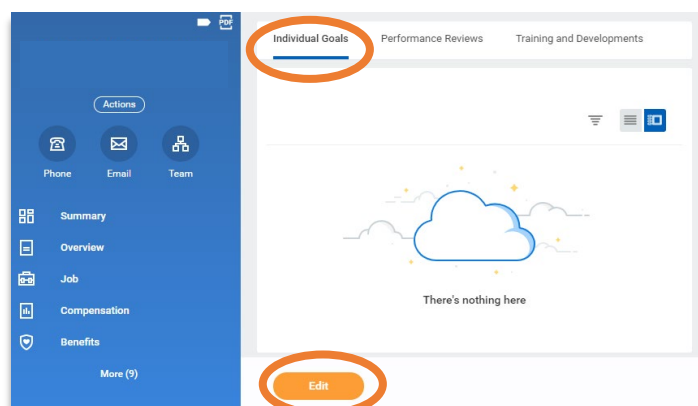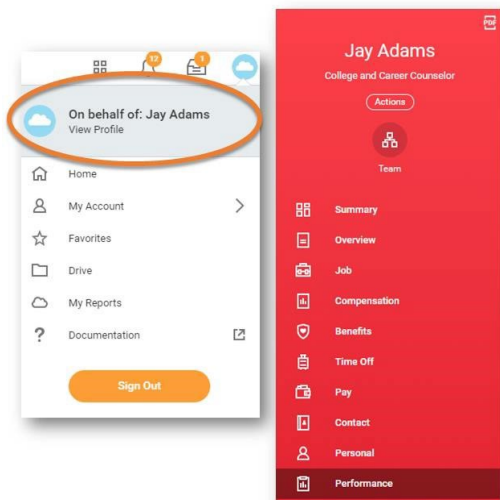
Please discuss any changes to goals with your associate dean/director prior to making changes in Workday.

PHASE 1A, FACULTY: VIEW, EDIT, DELETE, OR ADD GOAL

From the **Home** page:

Click the cloud and select **View Profile**.

1. Select **Performance** (you may need to click **More**).
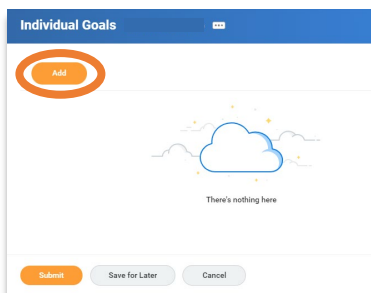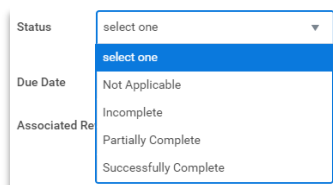2. Click **Edit** under **Individual Goals**.

3. From here, you can add, edit, or delete a goal.

4. To add a goal, click **Add**. Enter the goal summary in the **Goal** text box. Provide additional details under **Description**, if needed. Determine the goal **Due Date**. Select the appropriate faculty or staff goal **Category**. Do not enter a Status. Click **Submit**. If a goal is added or modified, it will route to your associate dean/director for approval. Note: Ensure that goals are SMART, specific, measurable, achievable, relevant, and time-bound.
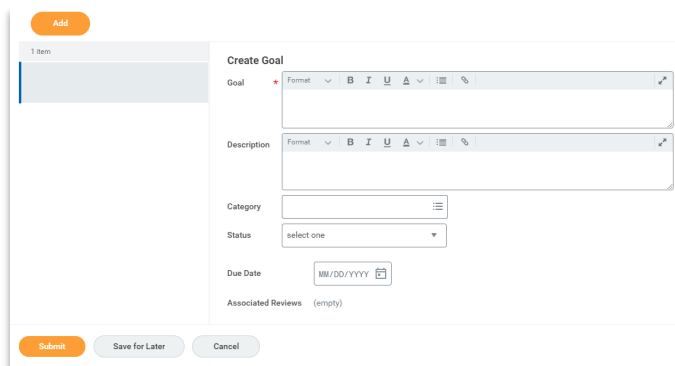
5. You can also log in to update the status of an assigned goal to identify if it is in progress or has been completed.