### 1. Staff TNE positions outlined in UConn’s TNE proposal

- **Activities**
  - Equip TNE working environment
    - Secure space
    - Order equipment
    - Install networks
  - Searches for positions will be conducted in full compliance with UConn Human Resources to:
    - Identify position requirements for staff members and graduate assistants
    - Initiate searches
    - Recruit a large, diverse pool of applicants
    - Interview candidates
    - Select finalists
    - Process all necessary forms
    - Orient new staff

- **Benchmarks**
  - Space will be secured, office equipment will be in place and operational; servers will be installed and operational
  - The following personnel will be hired, in place, and operational:
    - TNE Director
    - Program Manager
    - Assessment Coordinator
    - Database Manager
    - Graduate Research Assistants

- **Timeline**
  - Summer 2004
  - Spring 2005

- **Responsible Parties**
  - TNE Leadership Committee
  - TNE Director
  - TNE Program Assistant
### Objective

2. Establish committee structures to achieve the project’s goals and objectives

<table>
<thead>
<tr>
<th>Objective</th>
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|           | ◆ Recruit CLAS and Neag faculty to co-chair and serve on TNE committees and develop committee charges | ◆ The following TNE committees will be established:  
- Leadership Committee (Provost, CLAS and Neag Deans and Associate Deans, Directors)  
- Center for Collaborative Learning (Deans, faculty, K-12 administration and TNE staff)  
- Assessment Committee  
- Curriculum Design Committee  
- Induction Committee  
- Research Committee  
- Student Committee | ◆ Spring 2004 | ◆ TNE Director  
◆ TNE Leadership Committee  
◆ Committee Chairs  
◆ TNE Assessment Coordinator |
|           | ◆ Establish regularly-scheduled meetings  
- Monitor committee effectiveness and take appropriate actions to optimize committee performance | ◆ Regular meetings will be scheduled and committees will be monitored  
- Minutes will be administered across committees | ◆ Spring 2004 |
### Teachers for a New Era at the University of Connecticut

**TNE Administration**

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<tr>
<td>2. Establish committee structures to achieve the project’s goals and objectives</td>
<td>♦ Develop committee work plans</td>
<td>♦ Committee work plans will be submitted to Academy for Educational Development (AED) for approval</td>
<td>♦ Spring 2005</td>
<td>♦ TNE Leadership Committee ♦ CLAS and Neag Department Heads ♦ TNE Director ♦ UConn Provost</td>
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<tr>
<td>3. Review the university’s promotion, tenure, and reappointment policies to ensure that TNE participation is valued and recognized as a significant contribution to the university</td>
<td>♦ TNE Director annually reviews committee members’ participation and forwards reviews to department heads annually ♦ Establish formal agreements among deans, department heads, and committee members to recognize and count faculty participation in TNE activities as part of their promotion, tenure, and reappointment process</td>
<td>♦ Departments will give faculty “credit” for TNE participation ♦ Formal letters of appointment from the Provost will be issued to TNE committee members</td>
<td>♦ Spring 2004 and ongoing</td>
<td>♦ TNE Leadership Committee ♦ CLAS and Neag Department Heads ♦ TNE Director ♦ UConn Provost</td>
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#### TNE Administration

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| **4. Raise university and community’s awareness of TNE’s goals and objectives** | ♦ Deliver presentations to the following:  
  - UConn Board of Trustees  
  - Faculty Senate  
  - Center for Undergraduate Education  
  - Neag Faculty  
  - Cultural Center  
  - Selected CLAS departments  
  - Connecticut State Department of Education  
  - Selected Connecticut superintendents of schools, principals, and teachers (those with have large numbers of Neag graduates and those with whom Neag has established formal relationships) | ♦ Meetings and presentations will be completed to increase awareness of TNE’s goals and objectives on and off campus | ♦ Spring 2004 and ongoing | ♦ TNE Leadership Committee  
  ♦ TNE Director |
| **5. Monitor budget process** | ♦ Work with the UConn Foundation (the fiduciary arm of TNE) to transfer funds in a timely manner  
  ♦ Transfer funds to departments for TNE fellows  
  - Reallocate funds for special projects  
  ♦ Process payroll, purchase orders, travel reimbursements, and other expenses | ♦ Formal protocol for transfer of funds will be established between UConn and the UConn Foundation  
  ♦ Funds will be transferred to appropriate departments and special projects  
  ♦ Payroll, travel, and other expenses will be processed and maintained for budget review | ♦ Spring 2004  
  ♦ Fall 2004 and ongoing | ♦ TNE Director  
  ♦ TNE Program Assistant  
  ♦ TNE Budget Coordinator  
  ♦ UConn Foundation Staff |
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<td>6. Secure matching funds</td>
<td>♦ Target funding sources</td>
<td>♦ Funding sources will be identified through</td>
<td>♦ Spring 2005</td>
<td>♦ TNE Leadership Committee</td>
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<td></td>
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<td>marketing tools</td>
<td></td>
<td>♦ UConn Foundation Staff</td>
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<td>♦ Develop a fundraising plan</td>
<td>♦ Fundraising plan will be developed</td>
<td>♦ Spring 2005</td>
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