Annual Review Improvement Template[1] for the period January 1 – December 31, 20__   **Form 9**

Faculty Member Name	**Rank**	**Tenure Status**	**Department**	**College**	**Personnel Number**

APPR Rating ___ **Needs Improvement for Rank**
___ **Unsatisfactory for Rank**

Date of the annual review triggering this plan

Relevant area(s) of concern for this plan (check all applicable)   ___ **Teaching**   ___ **Scholarly Activities**   ___ **Service**   ___ **Patient Care**

Planned ongoing quarterly assessments (month/year)   #1 ___   #2 ___   #3 ___

Final Assessment and Evaluation _____ month   _____ year

Description of Specific Performance Concern	Specific Performance, Results &/or Outcomes to be Achieved to Address Concern		Activities, Resources &/or Actions to Accomplish Outcomes (2)		Metrics to Assess Ongoing Progress	Metrics to Evaluate Achievement	Met or Not Met + Date
1.							
2.							
3.							
4.							

Notes: (1) Add more rows if needed   (2) Additional narrative should be included on an attached page   (3) Attach APPR that triggered plan.

Initial Plan Development

Faculty Member Signature _____   **Date** _____

Department Chair Signature _____   **Date** _____

Dean Signature _____   **Date** _____

Final Review of Plan

Faculty Member Signature _____   **Date** _____

Department Chair Signature _____   **Date** _____

Dean Signature _____   **Date** _____

(1) The UT Board of Trustees Policy Governing Academic Freedom, Responsibility and Tenure (Revised 19 June 2003, 16 March 2006), Section G., Item 1, states *"Within 30 days of the annual review, any faculty member rated Needs Improvement for Rank or Unsatisfactory for Rank must collaborate with the Head on an Annual Review Improvement Plan to be reviewed by the Head and recommended by him/her to the Dean for review and approval/denial. The next year's annual review must include a progress report that clearly describes improvements in any area(s) noted as Needs Improvement for Rank or Unsatisfactory for Rank."* The UTHSC Faculty Handbook concurs with this.

(2) Resources/institutional support may include, but is not limited to, people (mentor/guide, chair, director, committee), financial, time (including percent effort allocation adjustments), internal/external resources (Teaching and Learning Center, conferences, workshops), and other resources.

IMPORTANT NOTE: Do NOT use tabs when filling out this form.