

University of Tennessee Health Science Center
CERTIFICATION OF ANNUAL PERFORMANCE AND PLANNING REVIEW
Of Faculty Members

Form 4

I have evaluated the faculty within my department and have completed the procedures prescribed for the Annual Performance and Planning Review of faculty.

Discussions with the individual faculty members included the following:

1. Discussions of faculty assignments in accordance with Faculty Handbook, Sections 4.4.1 and 5.1.3;
2. Discussions with all tenure-track faculty members concerning progress toward tenure consideration in accordance with Faculty Handbook, Section 4.14.3.2; and
3. Discussions concerning faculty peer reviews with all tenured faculty members for whom a Cumulative Performance Review is required.

Each faculty member has been provided with a copy of the completed Faculty Performance and Planning Summary relative to the faculty member's activities during this evaluation period in accordance with Faculty Handbook, Sections 4.14.3, 4.16.3, and 5.3.2.

For all faculty members, I am submitting the following:

1. Form 1 – Summary of Annual Performance and Planning Review of Faculty
2. Narrative Summary – including work assignment and mutually established academic goals for the coming year
3. Updated CV

As needed for specific faculty members, I am submitting the following:

1. Form 9 – Annual Review Improvement Template (required for faculty members who receive a Needs Improvement for Rank or Unsatisfactory for Rank rating)
2. The faculty member's optional response to the Chair's evaluation (if provided by the faculty member)
3. Form 2 – Summary of the Interim Probationary Review of Tenure-Track Faculty (required for faculty members who received the mandatory interim probationary review for tenure)

Chair (typed name)

Date

Department

College

This form, along with all required documentation for each Chair/Administrator, should be forwarded to the Office of Academic, Faculty & Student Affairs no later than July 2, 2018.

Distribution: Chief Academic Officer
Departmental Files
Dean