

**University of Tennessee Health Science Center**  
**REVIEW OF PROGRESS**  
**for the 2019 FACULTY mid-calendar-year review**

Name \_\_\_\_\_ Rank \_\_\_\_\_

Department \_\_\_\_\_ College \_\_\_\_\_

Date of progress review between Chair and Faculty Member \_\_\_\_\_

- Review category (check one)**
- Tenure-track
  - Follow-up of 2017-18 overall rating of “Needs Improvement for Rank” or “Unsatisfactory for Rank”
  - Significant change in work assignment(s)
  - Review requested by faculty member **OR** department chair

*Note: If this is the mandatory mid-tenure probationary review, document on Form 2 as usual.*

**INSTRUCTIONS: From the following, select the one matching the selected review category. Provide a narrative that addresses the progress review points listed in the box. Delete all un-used boxes below.**

**Progress review points to address for tenure-track faculty member review:**

- Provide a narrative summary of the faculty member’s accomplishments related to the goals and assignments identified at the 2017-18 annual evaluation.
- Provide a clear and unequivocal statement of the faculty member’s progress toward tenure consideration.
- Specifically mention any specific area(s) of concern that are identified in the faculty member’s progress toward tenure consideration, recommendations for addressing the area(s), and key indicators to be reviewed at the next annual review cycle (that takes place the first quarter of 2020).
- Identify any new and/or revised work assignments.

**Progress review points to address for follow-up of 2017-18 overall rating of “Needs Improvement for Rank” or “Unsatisfactory for Rank”:**

- Provide a narrative summary of the faculty member’s accomplishments related to the concerns identified at the 2017-18 annual evaluation.
- Complete the Annual Review Improvement Template (Form 9) that was developed at the time of the 2017-18 annual evaluation. Attach the completed template to this review form and submit as directed below.
- For any specific performance concern(s) that is(are) still not met, add to Form 9 and continue to monitor until reviewed early Fall 2019 and at the next annual review cycle (that takes place the first quarter of 2020).
- Identify any new and/or revised work assignments.

**Progress review points to address for significant change in work assignment(s):**

- List the faculty member’s current work assignment(s) as identified at the 2017-18 annual evaluation.
- List the revised (additions, deletions, edits) work assignment(s).

**Progress review points to address for review requested by faculty member or department chair:**

- Provide a narrative summary that describes the request for this review including any area(s) of concern or commendation.
- List specific recommendations discussed that address the request for the review.

We have discussed the contents of this document. By signing below, I acknowledge that I have participated in the progress review process and have received a copy of this progress review (*without implying agreement or disagreement*). I understand that I have the right to disagree with this progress review and to respond in writing within ten (10) days from the date I receive this form.

\_\_\_\_\_  
Faculty Member \_\_\_\_\_  
Date

\_\_\_\_\_  
Chair (or responsible supervisor) \_\_\_\_\_  
Date