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.