

University of Tennessee Health Science Center  
 Summary of ANNUAL PERFORMANCE AND PLANNING REVIEW of faculty  
 for the one-time 18-month review time frame of July 1, 2018 through December 31, 2019

**Form 1**

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

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

Full-time \_\_\_\_\_ *Indicate appropriate designation*  
 Part-time \_\_\_ % if part-time      Tenure      Tenure track      Non-tenure track

1. Date of interview between Chair and Faculty Member \_\_\_\_\_

2. Is the Chair's narrative summary, based upon the goals and expectations for the current evaluation period attached?      \_\_\_ Yes    \_\_\_ No

a. Does the narrative include a statement of progress toward tenure consideration if the faculty member is on tenure-track?      \_\_\_ Yes    \_\_\_ No    \_\_\_ N/A

b. If required, is the Improvement Plan attached to the narrative summary?      \_\_\_ Yes    \_\_\_ No    \_\_\_ N/A

c. Is the work assignment for the next evaluation period attached?      \_\_\_ Yes    \_\_\_ No

d. Are the mutually established goals for the next evaluation period attached?      \_\_\_ Yes    \_\_\_ No

e. Has the Chair reviewed the faculty member's completed Outside Interests Disclosure form?      \_\_\_ Yes    \_\_\_ No

3. When was the Chair's interview summary and evaluation provided to the faculty member? \_\_\_\_\_

4. Is the faculty member's optional response to the Chair's evaluation attached?      \_\_\_ Yes    \_\_\_ No    \_\_\_ N/A

5. Overall performance rating

*NOTE: The rating must be entered on the Percent Effort Allocation and Performance Rating screen for the 2019 year within Digital Measures. As always, the faculty member may enter the rating they determine they deserve and the chair must enter the rating for the overall annual review.*

6. Percent effort allocation by assigned mission for the upcoming academic year

*NOTE: The percent effort allocation must be entered by the chair on the Percent Effort Allocation and Performance Rating screen as the 2020 year within Digital Measures.*

*NOTE: Upon completion, this form should be printed out, signed and dated by the faculty member and chair.*

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

\_\_\_\_\_  
 Faculty member signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chair signature

\_\_\_\_\_  
 Date

*NOTE: Once signed and dated by both parties, this document and accompanying documents (listed below) should be uploaded in the designated document upload links in Digital Measures in the Percent Effort Allocation and Performance Rating screen for calendar year 2019.*

<p><i>NOTE: Anywhere Chair is used, substitute "responsible supervisor" if not the chair.</i></p>	<p><i>Distribution: Offices of the division chief (if relevant), department chair, dean, and campus Faculty Affairs will access the documents that are uploaded in Digital Measures.</i></p>	<p>Documents to be uploaded in Digital Measures:</p> <ol style="list-style-type: none"> <li>1. Form 1 (this document)</li> <li>2. Chair's narrative summary</li> <li>3. Faculty member's Annual Activity Report that includes mutually established academic goals and work assignment for the next year</li> <li>4. Faculty member's optional response (if completed)</li> <li>5. Form 9: Annual Review Improvement Plan (if required)</li> <li>6. Mandatory Interim Probationary Review for Tenure (if required)</li> </ol>
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