

Yearly Goal-Setting Meeting
Tenured Faculty, College of Arts and Sciences
Template for Faculty
(February 2019)

The Yearly Goal-Setting Meeting for all Tenured Faculty addresses matters of Research/Creative Activities, Teaching and Service over the last 12 months. Please provide the relevant information below as specified by your chair.

Name _____

Date _____

Chair _____

Yearly Meeting: [specify academic year] _____

- I. Research/Creative Activities
 - a) Please list and describe research/creative activities over the last year Include a list of:
 - a. invited or peer reviewed talks given
 - b. manuscripts (articles, books) submitted and published
 - c. exhibitions and performances
 - d. grant applications - indicate awarded/pending/declined
 - b) Please list and describe plans for research/creative activities in the upcoming year.
 - a. planned dates of submission of grants, fellowships, publications, creative activities
- II. Teaching
 - a. Please list your teaching activities for Fall XX, Winter XX, Spring XX, Summer XX
Provide Course numbers and enrollments
 - b. Please list the teaching plan for the upcoming AY.
 - c. Students and Postdocs: List all students/postdocs supervised in research/creative activities

Undergraduate students:

Graduate students:

Postdocs:

- d. List any departmental/graduate program affiliations and activities in those departments/graduate programs. These include serving on thesis committees, volunteer teaching, etc.
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- III. Service: please list all service activities, including mentoring
 - a) Departmental
 - b) University
 - c) Professional (e.g.,NSF/NIH/DOE/DOD/Foundation panels/study sections, positions in professional societies, manuscript/book reviews, journal editorships, external reviews)
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- IV. Verify level of compliance
 - a) RCRS
 - b) lab safety
 - c) other training/compliance requirements
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- V. For what awards should the department be nominating you?
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- VI. Plan a timeline for promotion to full or distinguished, if appropriate
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- VII. As appropriate, please provide information on any factors that are impeding your career development. Or if you prefer, please bring these factors to your chair's attention during the yearly review meeting.