Yearly Goal-Setting Meeting for all Tenured Faculty (All Ranks)
February 2019

Guidelines for Chairs

The Yearly Goal-Setting Meeting for all Tenured Faculty addresses matters of Research/Creative Activities, Teaching and Service. The meeting should cover the preceding 12 months and plans for the upcoming year.

A Meeting Template is provided that departments can alter and use for their specific needs. The template provides not only places to indicate the last year’s activities, but also places for faculty to write about or outline their plans for future research/creative activities, teaching and service. Faculty will also be prompted to indicate any factors that inhibit career growth.

The outline below (related to the Meeting Template) provides some guidelines for the kinds of information each chair should request. In place of asking faculty to fill out all of the information, you might ask them to provide an annotated CV, indicating activities completed over the past 12 months.

Yearly Goal-Setting Meeting

I. Research/Creative Activities
   a) Please list and describe research/creative activities over the last year
      [Chairs: specify a specific time period]
      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 upcoming research/creative activities
      for the upcoming year.
      a. planned dates of submission of grants and fellowships

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.

      [Chairs: this will be an opportunity to discuss teaching evaluations]
   c. Students and Postdocs: List all students/postdocs supervised in research/creative activities

      Undergraduate students:

      Graduate students:
d. List any departmental/graduate program affiliations and activities in those departments/graduate programs. These include serving on thesis committees, volunteer teaching

III. Service—please list below all service activities, including mentoring
   a) Departmental
   b) University
   c) Professional (NSF/NIH/DOE/DOD/Foundation panels/study sections, manuscript/book reviews, journal editorships, external reviews)

IV. Verify level of compliance
   a) RCRS,
   b) lab safety
   c) other training/compliance requirements

V. For what awards should the department be nominating you?

VI. Plan a timeline for promotion to full (or distinguished), if appropriate