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.

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)

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

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.